



**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING
MAY 8, 2017
LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. AMEND FY 2018 PERSONNEL PLAN CLASSIFICATION AND COMPENSATION SCHEDULE**
- 5. TOWN OPERATING BUDGET**

SENSE OF THE MEETING (NON-BINDING)

- 6. SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING**
- 7. SENSE OF THE MEETING – THAT BOXBOROUGH IS “A RURAL ENGAGED COMMUNITY FOR ALL” AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS**

COMMUNITY PRESERVATION FUND

- 8. CPC REPORT AND ESTABLISH FY 18 RESERVES**
- 9. OPEN SPACE (INCLUDING RECREATION)**
 - Transfer to Conservation Trust**
- 10. COMMUNITY HOUSING**
 - A. Regional Housing Monitoring Services (Year 4 – fiscal year 2018)**
 - B. Boxborough Rental Assistance Program**
- 11. HISTORIC RESOURCES**
 - A. Conservation of Historic Town Records**
 - B. North Cemetery Restoration**
- 12. HISTORIC RESOURCES**
 - Preservation of Steele Farm House**

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- 13. TRANSFER TO STABILIZATION FUND****
- 14. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND****
- 15. CLOSE COMPLETED ARTICLES TO GENERAL FUND****
- 16. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER ****
- 17. CABLE INFRASTRUCTURE****
- 18. PAYMENT OF PRIOR FISCAL YEAR BILLS****

- 19. MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES**
- 20. VETERANS MEMORIAL DESIGN STUDY**
- 21. SNOW AND ICE DEFICIT**

CAPITAL CONSENT AGENDA

- 22. CAPITAL EQUIPMENT & INFRASTRUCTURE – TOWN HALL**
 - A. Replacement of Voting Booths
 - B. Exterior Paint Touch-Up
 - C. Replace Hot Water Heater
- 23. TECHNOLOGY - WIRELESS ACCESS POINTS – FIRE, DPW AND LIBRARY**
- 24. POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE**
 - A. Carpeting
 - B. Interior Lighting
 - C. Interior Paint
 - D. Duct Cleaning
 - E. Server Room HVAC
- 25. POLICE DEPARTMENT – EQUIPMENT**
 - A. Office Furniture
 - B. Photocopier Lease (or Purchase)
 - C. Motorcycle Lease
- 26. FIRE DEPARTMENT – REPLACE 2 RUGGEDIZED TABLETS**
- 27. DPW - DUMPSTERS – METAL AND WOOD**
- 28. SOUTH CEMETERY – STONE WALL**

OTHER CAPITAL EQUIPMENT AND INFRASTRUCTURE

- 29. TECHNOLOGY
 - A. Hardware and Software Upgrades
 - B. Town Facilities Access Control System
- 30. POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE
 - A. Repave Parking Lot
 - B. Landscaping
- 31. FIRE DEPARTMENT - REPAIR/REPAVE PARKING LOT
- 32. FIRE DEPARTMENT EQUIPMENT
 - A. Mobile and Portable Radios
 - B. Public Safety Radio Upgrade - Continuation
- 33. DPW EQUIPMENT
 - A. Update Radio Equipment
 - B. Six-Wheel Combination Dump Truck/Spreader
 - C. One-Ton F550 Truck
 - D. Re-Furbish 1997 Loader
- 34. DPW – ROAD PAVING

- 35. DPW – REPLACE GARAGE ROOF (OLD SIDE)
- 36. LIBRARY - REPLACE CARPETING

ZONING BYLAW AMENDMENTS

- 37. ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY
- 38. ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING SCHEDULE
- 39. ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT – AMEND SECTION 4003(4) BUSINESS/INDUSTRIAL USES
- 40. ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT – AMEND SECTION 6307 SIGNS PERMITTED IN BUSINESS DISTRICTS, OFFICE PARK DISTRICTS, AND INDUSTRIAL-COMMERCIAL DISTRICTS SHALL INCLUDE:
- 41. ZONING BYLAW AMENDMENT – ADD SECTION 7700 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

NON-MONETARY CONSENT AGENDA

- 42. RELEASE OF EXISTING EASEMENT & ACCEPTANCE OF EASEMENT**
- 43. TRANSFER CUSTODY AND CONTRAOL OF COBLEIGH PARCEL TO CONSERVATION COMMISSION**
- 44. ROAD ACCEPTANCE – EMANUEL DRIVE**
- 45. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
- 46. GENERAL BYLAW – REVOLVING FUNDS (AND EXPENSE LIMITS)**
- 47. SPECIAL LEGISLATION TO ESTABLISH SPECIAL REVENUE FUND FOR HAGER WELL**

LEGEND

- ** CONSENT AGENDA



BOXBOROUGH ANNUAL TOWN MEETING

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 8, 2017 at 7:00 p.m. to act on Articles 2 through 47 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Tuesday the 16th day of May, 2017 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles which the Selectmen feel, after consulting with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The Selectmen have voted unanimously (5 – 0) to recommend all those articles on each of the Consent Agendas.

This year, there will be three Consent Agendas. The **Financial Consent** (Article #13 through #21, inclusive) includes transfers, closing out of completed articles and some appropriation articles considered to be non-controversial. The **Capital Consent** (Article #22 through 28, inclusive) includes smaller capital items, which individually cost less than \$X. The **Non-Monetary Consent** (Article #42 through #47 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 12 AND 41, RESPECTIVELY.

At the call of each of the Consent Agendas, the Moderator will announce the number of each Article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word “Hold” in a loud voice when the number is called. The Article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After calling the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Summaries are included under many of the articles printed in this warrant.

COMMUNITY PRESERVATION FUND (Articles 8 - 12)

In 2014, Boxborough’s voters accepted Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act and early in 2015 the Community Preservation Committee (CPC) was established. It is comprised of nine members representing the Conservation Commission, Historical Commission, Recreation Commission, Housing Board, Agricultural Commission, Finance Committee, Planning Board and two at-large members designated by the Board of Selectmen.

The Community Preservation Fund is a special revenue fund subject to appropriation. The CPC is tasked with receiving applications and making recommendations to Town Meeting before any monies can be expended from the fund for the particular community preservation purposes established by statute: open space (including recreational uses), historic resources, and community housing (low and moderate income housing for individuals and families, including low or moderate income senior housing). Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administration. “Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2018, under the local surcharge and the November state matching funds for the prior fiscal year.

The CPC’s recommendations for this year are found later in the warrant under articles 8 – 12.

Please carefully review the Warrant and do not hesitate to contact the Town Administrator by email to sshaw@boxborough-ma.gov or phone, 978-264-1712, with any questions regarding the articles or procedures.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator, for a one-year term

One Board of Selectmen member, to complete a one-year unexpired term

Two Board of Selectmen members, each for a three-year term

One Board of Health member, for a three-year term

Two Library Trustees, each for a three-year term

Two Planning Board members, each for a three-year term

Two Acton-Boxborough Regional School Committee members, each for a three-year term

As well as other Town Officers as may be necessary.

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2016 Annual Town Report, or take any other action relative thereto.

The Board of Selectmen recommends...

The Finance Committee recommends...

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2017 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$48,759.03/year [includes t\$1,000 stipend for certification]
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

The Board of Selectmen recommends...

The Finance Committee recommends...

**ARTICLE 4 AMEND FY 2018 PERSONNEL ADMINISTRATION PLAN, INLCUDING THE
CLASSIFICATION AND COMPENSATION SCHEDULE**

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan to reflect administrative changes as summarized below and for which the complete text of the proposed revisions is on file in the Town Clerk's office and is also available on the Town's website:

1. Article VI. The Pay Plan, section 1 b. and c.: Add the Board of Library Trustees to the approval process
2. Article IX. Holidays, section 3: Modify the manner in which holiday pay is calculated for regular non-exempt reduced-hours employees
3. Article XI. Paid Leaves of Absences, section 1 g: Correct a typo
4. Article XVII. Performance Reviews, section 3: Replace the table of descriptive ratings

and further by amending the Classification and Compensation Schedule by:

1. Adding the position of (DPW) Business Administrator to grade 13
2. Adding the (full-time) position of Animal Control Officer to grade 10
3. Noting the FLSA status of the regular full-time, reduced and part-time employees
4. Providing for a wage adjustment factor of 2% over FY 17 for the majority of positions with the following exceptions:
 - i. retain the 7/1/16 rates for the per diem and intermittent positions of CIT, Intern (Town Hall), Junior Library Page, Library Page, Counselor and Animal Control Officer as well as the positions listed under "Stipends (Annual)"
 - ii. maintain the minimum wage for the Election Workers and increase the rate for the Clerk of Elections to 3.73%
5. Removing the caps from the Fees-based positions

or to take any other action relative thereto.

Summary

Administrative changes to the plan:

Article VI. It was noticed that the approval process for new appointees had previously excluded the Library Board of Trustee (LBoT). Library employees fall under the purview of the LBoT, not the Board of Selectmen. The proposed amendment to Article VI is a housekeeping item, which will remedy that issue.

Article IX. Currently, holiday pay for non-exempt reduced-hours employees is calculated based upon a pro-rata formula of total hours worked in a normal week by forty. It seems illogical to pay an employee for a holiday that occurs on a day not normally worked by the employee, or for a number of holiday hours that does not correspond to the employee's regular work schedule. This proposed modification

would provide for such employees to be compensated for holidays for the number of hours the employee would have normally worked that day had it not been a holiday.

Article XI. The proposed amendment is a housekeeping item to delete the superfluous “Amended:” which was inserted in error.

Article XVII. The final proposed amendment would replace the existing ratings and descriptions to provide for ratings that are better illustrative of an employee’s performance.

Classification and Compensation Schedule:

All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated in the Personnel Plan. It is proposed to add the positions of (DPW) Business Administrator and Animal Control Officer to the schedule of Regular Full-time, Reduced and Part-time Employees.

The (DPW) Business Administrator position will replace the Department Assistant position in the Public Works Department to more properly and accurately encompass the additional duties and responsibilities associated with support of business administration and departmental operations. Key areas of additional responsibility for this position include Hager Well and shared septic system operations and reporting to DEP, transfer station reporting and tracking to DEP and EPA, managing DPW procurement, managing Ch. 90 submissions process, and preparation of bid documents. The Personnel Board evaluated the job description and based upon a number of factors, including physical environment, capabilities, job characteristics and responsibility, determined that the position should be classified as grade 13.

The Regional Animal Control Officer (ACO) is a regular full time position and had not been previously classified as such under the Town’s Personnel Plan. The Personnel Board evaluated the job description and based upon a number of factors listed above determined that the position should be classified as grade 10.

The inclusion of FLSA exempt and non-exempt status for regular full-time, reduced and part-time employees was added to the Classification and Compensation Schedule because it is a significant factor when looking at how positions are considered with respect to the applicability of the Personnel Plan.

In providing a recommendation for wage adjustments, the Personnel Board reviews not only the CPI-U for the area, but in order to attract and retain a highly-qualified workforce, it also considers the wage adjustments provided by neighboring and comparable communities.

The Town Clerk asked the Personnel Board to consider increasing the pay of Clerk of Elections to a level that was commensurate with the responsibilities of the position and noted that the position covers the wardens and the constables who help oversee the smooth conduct of elections, troubleshoot issues and maintain order. The positions require more training in order to be able to perform these jobs, which are more complex than those of the election workers. The Personnel Board is recommending an increase of just over 3.7%, which maintains the differential between the Election Worker and Clerk of Elections positions at the same level as last year (approx 16%).

Finally, the Municipal Modernization Act, which took effect this past year, eliminated the caps on revolving funds; therefore, the caps that had been previously listed under the Wiring Inspector and Plumbing & Gas Inspector Fees have been removed.

The Personnel Board recommends.

The Board of Selectmen recommends...

The Board of Selectman and Personnel Board held a joint public hearing on March 13, 2017 at Town Hall on the proposed changes to the Personnel Plan including a 2% wage adjustment for all regular employees and a 2.5% Step increase for all eligible employees. The Selectmen support the wage adjustment to ensure that the Town continues to retain and attract highly qualified employees.

The Selectmen also support the proposed changes in the language of the Personnel Plan as described in the summary.

The Finance Committee...

**FY 2018
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES											
GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions		74,333.35	76,191.68	78,096.47	80,048.88	82,050.11	84,101.36	86,203.89	88,358.99	90,567.96
15	Inspector of Buildings	Exempt	67,579.81	69,269.31	71,001.04	72,776.07	74,595.47	76,460.36	78,371.87	80,331.16	82,339.44
	Information Systems Coordinator	Exempt									
	Police Lieutenant	Exempt									
	Town Accountant	Exempt									
	Town Assessor	Exempt									
	Town Planner	Exempt									
	Town Treasurer/Collector	Exempt									
14	Town Clerk	Elected	58,071.20	59,522.98	61,011.06	62,536.33	64,099.74	65,702.23	67,344.79	69,028.41	70,754.12
13	Community Services Coordinator	Non-exempt	26.75	27.42	28.11	28.81	29.53	30.27	31.03	31.80	32.60
	Council on Aging Coordinator	Non-exempt									
	(DPW) Foreman	Non-exempt									
	(DPW) Business Administrator	Non-exempt									
	Youth Services Librarian	Exempt	55,854.00	57,250.35	58,681.61	60,148.65	61,652.37	63,193.67	64,773.52	66,392.85	68,052.68
12	Conservation Agent	Non-exempt	23.46	24.05	24.65	25.26	25.90	26.54	27.21	27.89	28.58
11	Department Assistant	Non-exempt	20.75	21.27	21.80	22.34	22.90	23.47	24.06	24.66	25.28
	DPW Worker	Non-exempt									
	IT Support Technician	Non-exempt									
	Technical Services Librarian	Non-exempt									
10	Animal Control Officer	Non-exempt	20.08	20.59	21.10	21.63	22.17	22.72	23.29	23.87	24.47
	Bldgs/Gnds Maint Worker	Non-exempt									
	DPW Semi-Skilled	Non-exempt									
	Senior Library Assistant	Non-exempt									
	Transfer Station Operator	Non-exempt									
9	Library Assistant	Non-exempt	18.26	18.71	19.18	19.66	20.15	20.66	21.17	21.70	22.25
8	Van Dispatcher	Non-exempt	16.60	17.01	17.44	17.87	18.32	18.78	19.25	19.73	20.22

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly (All Non-exempt)	
CIT	10.00
Intern (Town Hall)	10.00
Junior Library Page	10.00
Library Page	10.25
Counselor	10.50
Election Workers	11.00
Asst. Animal Control Officer - Dogs & Cats	11.31
Laborer - Cemetery	11.66
Clerk of Elections	12.76
Media Production Technician	13.14
Seasonal Conservation Officer	13.26
Lead Counselor	13.47
Van Driver	14.46
Seasonal Maintenance Worker	14.76
Lock Up Attendant	15.91
Part Time Dispatcher	17.94
Fire Department Chaplain	18.26
Firefighter/EMT	18.26
Special Police Officer	18.26
Substitute Librarian	18.26
Gym Director	19.73
Winter Recreation Director	19.73
Fire Lieutenant	20.08
Summer Recreation Director	20.22
Animal Ctl Officer	20.34
Fire Captain	20.75
Veterans Services Officer	20.75
Snow Plow Operator	23.29
Deputy Fire Chief	23.46
Cemetery Superintendent	23.46
Asst. Building Inspector	27.80
Call Building Inspector	32.36
Call Fire Chief	45.07
Stipends (Annual)	
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74
Fees-based	
Wiring Inspector	
Plumbing & Gas Inspector	

***FOR INFORMATIONAL PURPOSES
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS***

				FY 2018										
Personal Contracts														
Position	Contract Expiry Date			FY 2017	FY 2018									
DPW Director	Contract expires 6/30/17			\$ 84,055.00	\$ 84,055.00									
Fire Chief	Contract expires 8/31/18			\$ 100,998.00	\$ 105,038.00									
Library Director	Contract expires 6/30/19			\$ 82,476.00										
Police Chief	Contract expires 6/30/17			\$ 120,499.00	TBD									
Town Administrator	Contract expires 12/31/18			\$ 113,100.00	\$ 117,600.00									
Positions Governed by CBA's														
Position														
Police Sergeant (Steps 1-3)	\$ 32.23	\$ 32.81	\$ 33.39											
Police Officer (Steps A1/A2-F)	\$ 23.61	\$ 24.43	\$ 25.30								\$ 26.17	\$ 27.11	\$ 28.03	\$ 29.03
hired after 7/1/15	\$ 23.61	\$ 24.23	\$ 24.86								\$ 25.50	\$ 26.16	\$ 26.85	\$ 27.55
Fire Captain	\$ 32.56													
Fire Lieutenant (Step A)	\$ 31.19													
Firefighter/EMT (Steps A-F)	\$ 23.04										\$ 23.84	\$ 24.67	\$ 25.54	\$ 26.44
hired after 1/1/16	\$ 23.04	\$ 23.62	\$ 24.20	\$ 24.81	\$ 25.43	\$ 26.06	\$ 26.71	\$ 27.39						
Dispatch Supervisor (Steps A-F)	\$ 21.51	\$ 22.26	\$ 23.06	\$ 23.86	\$ 24.69	\$ 25.54								
hired after 7/1/15	\$ 21.51	\$ 22.05	\$ 22.61	\$ 23.17	\$ 23.74	\$ 24.34	\$ 24.95	\$ 25.57						
Dispatcher (Steps A-F)	\$ 19.27	\$ 19.94	\$ 20.64	\$ 21.37	\$ 22.11	\$ 22.88								
hired after 7/1/15	\$ 19.27	\$ 19.74	\$ 20.23	\$ 20.75	\$ 21.27	\$ 21.80					\$ 22.34	\$ 22.89		
Elected Officials														
Position	FY 2017			FY 2018										
Selectman	\$ 400.00	annually		\$ 400.00	annually									
Board of Health Member	\$ 166.67	annually		\$ 166.67	annually									
Planning Board Member	\$ 109.00	annually		\$ 109.00	annually									
Library Trustee	\$ -	annually		\$ -	annually									
Moderator	\$ -	per meeting		\$ -	annually									
Constable	\$ 3.00	/warrant posted/location		\$ 3.00	/warrant posted/location									
Town Clerk	\$ 46,822.58	(Grade 14-9)		\$ 48,759.03	(Grade 14-9; incl cert. stipend)									

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2017, or take any other action relative thereto.

The Finance Committee recommends...

The Board of Selectmen...

INSERT BUDGET

ARTICLE 6 SENSE OF THE MEETING - TO MOVE THE DATE OF THE ANNUAL TOWN MEETING

(Majority vote required; non-binding)

To see if it is the sense of this meeting that the first session of the Boxborough Annual Town Meeting be moved from the second Monday in May to the second Monday in April, or take any other action relative thereto.

Summary

The Town Meeting Study Committee is presenting this article but is taking no position on it.

In March of 1974 the Boxborough Town Meeting voted to move the date of the Annual Town Meeting from the second Monday in March to the second Monday in May. The best guess is that there were four main reasons behind this:

- a) Weather is better in May than March*
- b) Gave more time for Town boards, committees, and staff to prepare for Town Meeting*
- c) Better estimate of state aid available in May rather than March*
- d) More accurate/final Regional School budget in May than March.*

In the past 40+ years the Regional School budget has become final in March. In addition, state aid has become a smaller percentage of Boxborough revenues and more predictable. May has become a busier month with college graduations taking place earlier, more youth activities, and more people taking vacation. It has been suggested that moving the start of Town Meeting back a month might make it easier for voters to attend. Such a move would obviously narrow the time to prepare for Town Meeting.

If the Town Meeting passes this Sense of the Meeting article the expectation is that the Board of Selectmen would bring an article to the May 2018 Boxborough Town Meeting to change the date of the Annual Town Meeting and also the Annual Town Election.

The Board of Selectmen does not have a recommendation on this article.

The Board of Selectmen does not have a recommendation on this article. The Town Meeting Study Committee conducted a survey where a number of respondents indicated that, given the end of the year school activities, college graduations and weddings, May is not an ideal month for ATM. However, that being said, both the BoS and the TMSC would like feedback from a broader group of residents.

The Finance Committee...

ARTICLE 7 SENSE OF THE MEETING – THAT BOXBOROUGH IS “A RURAL ENGAGED COMMUNITY FOR ALL” AND A CONSTITUTIONAL COMMUNITY COMMITTED TO PRESERVING THE PROTECTIONS AFFORDED BY THE BILL OF RIGHTS

(Majority vote required; non-binding)

To see if it is the sense of this meeting to adopt the following non-binding resolution:

WHEREAS, Boxborough's public servants are fully engaged in and entirely committed to discharging their responsibility to protect and serve **ALL MEMBERS** of the Boxborough community; and

WHEREAS, Boxborough's public servants already use all of their individual, financial, and material resources in protecting and serving **ALL MEMBERS** of the Boxborough community; and

WHEREAS, Boxborough's taxpayers already pay federal taxes to fund those federal government agencies responsible for enforcement of immigration laws; and

WHEREAS, in 2016, Massachusetts' taxpayers [ranked 4th in federal taxes paid per capita yet received only 82 cents for every dollar they paid in federal taxes](#), and

WHEREAS, Boxborough's taxpayers believe it is sufficient that they pay federal taxes to enforce the immigration laws and should not also be required to burden Boxborough's public servants with enforcing laws that the Supreme Court has ruled are [core responsibilities of the federal government](#), and

WHEREAS, Immigration and Customs Enforcement ("ICE") is the federal agency responsible for enforcement of federal immigration law, and

WHEREAS, ICE issues [“ICE detainer requests”](#) to local law enforcement agencies (LEAs) to detain individuals without the issuance of a Judicial Warrant, and

WHEREAS, an ICE detainer request is a request that the agency hold an inmate, whom ICE suspects of being a removable alien, for up to forty-eight hours [after the inmate otherwise would be released](#), in order to give ICE the opportunity to take the alien into custody, and

WHEREAS, in September 2016, the United States District Court for the Northern District of Illinois [struck down](#) ICE's use of detainer requests to have local authorities detain individuals without a Judicial Warrant, and

WHEREAS, the Department of Homeland Security has acknowledged and federal courts have held that [ICE's immigration detainers are requests and are not mandatory](#), and that [compliance with them by a local community is voluntary](#), and

WHEREAS, [communities that have voluntarily complied with ICE's immigration detainers have paid thousands of dollars in damages to individuals unlawfully detained](#), and

WHEREAS, as a result, [many communities across the country have lawfully exercised their discretion to refrain from voluntarily complying with ICE's immigration detainer requests](#); and

WHEREAS, the Presidential Executive Order issued on January 27, 2017 ([“First Order”](#)) prohibits many foreign students, workers and other visa holders from seven majority Muslim nations, including many who have already been vetted and documented, from entering the United States and suspends the opportunity of refugees coming from a war-torn nation from seeking refuge in this country; and

WHEREAS, [on February 9, 2017, the United States Court of Appeals for the Ninth Circuit unanimously upheld a stay of the Executive Order because it does not comply with the Due Process Clause of the Fifth Amendment of the United States Constitution](#); and

WHEREAS, in its ruling, [the Court noted that the Executive Order has been referred to numerous times by the President as a "Muslim ban", and so may also violate the First Amendment's prohibition against any "law respecting establishment of religion"](#); and

WHEREAS, the Presidential Executive Order issued on March 6, 2017 ("[Second Order](#)") was described by the President as "[a watered-down version of the first order](#)"; and

WHEREAS, on March 15, 2017, federal judges in [Hawaii](#) and [Maryland](#) issued nationwide restraining orders staying the Second Order based on "[significant and un rebutted evidence of religious animus driving the promulgation of the Executive Order and its related predecessor](#)"; and

WHEREAS, in responding to the court order, the President said: "[I think we ought to go back to the first one and go all the way, which is what I wanted to do in the first place.](#)"

NOW, THEREFORE, BE IT RESOLVED THAT:

1. None of Boxborough's public servants should use moneys, equipment, or personnel to assist in or facilitate the creation of a registry the purpose of which is to identify members of a religious group, except as required by federal or state law.
2. None of Boxborough's public servants should voluntarily comply with ICE immigration detainer requests except pursuant to a Judicial Warrant issued by a neutral magistrate on a finding of probable cause and/or an order of a court of competent jurisdiction.
3. None of Boxborough's public servants should use moneys, equipment, or personnel for the purpose of detecting or apprehending persons whose only violation of law is that they are persons of foreign citizenship present in the United States in violation of federal immigration laws, except as required by federal or state law.
4. This resolution is intended to be consistent with Boxborough's obligations under the United States Constitution, federal and state law, including 8 U.S.C. §§ 1373 and 1644; accordingly, this resolution shall be interpreted as to not violate any requirement of federal or state law. Should federal or state law change so as to give rise to a conflict with any provision of this resolution, such provision shall be of no further effect.
5. This resolution is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the town of Boxborough, its officers, employees, or agents, or any other person.
6. Boxborough should continue to be **A RURAL, ENGAGED COMMUNITY FOR ALL**, and an inclusive jurisdiction that embraces, celebrates, and welcomes its immigrant and refugee residents and recognizes their contributions to the collective well-being of Boxborough.

Summary

*The voluntary detention without Judicial Warrant by the Town of Boxborough of persons targeted by ICE detainer requests violates the rights guaranteed by the Constitution and the Bill of Rights. It could expose Boxborough to liability to persons wrongly detained, and cause some Boxborough residents and visitors to fear that they are no longer safe or welcome here. **It is the current practice of the Boxborough Police Department NOT to voluntarily comply with ICE detainer requests absent a Judicial Warrant.** The purpose of this Resolution is to make people aware of that practice, to show our support for the practice, and to express our intention that the practice should continue.*

Discussion

In May 2012, the federal government required Massachusetts to participate in a deportation program named “Secure Communities” (referred to as S-Comm), which automatically transfers information gathered by local police at the point of arrest to Immigration and Customs Enforcement (ICE), the federal agency responsible for enforcing immigration laws. This information is used to identify people who may be subject to deportation. As a key part of the program, ICE then asks local police to detain certain individuals who would otherwise have been discharged. In many cases these “ICE detainer requests” are issued without a Judicial Warrant, and without affording the targeted person the opportunity to challenge their issuance. This gives ICE more time to investigate whether the person is, in fact, deportable, and to take them into federal custody. ICE sometimes also employs other methods of using local resources, utilizing local facilities and databases, or directly soliciting information from local police to ensure the transfer of people from local custody to ICE for deportation.

S-Comm has been largely responsible for the record-breaking numbers of deportations under the Obama administration. Despite S-Comm’s stated goals of targeting individuals who have committed serious offenses, ICE’s own statistics show that most of the people deported under S-Comm had no prior criminal convictions.

Nevertheless, S-Comm had an adverse side effect: it drove a wedge between communities and their local police, by making immigrants fear that any contact with police could bring unwanted attention to their immigration status and lead to deportation. This made it less likely that immigrants would tip off police to terrorist activity they learned of, and it helped create a vulnerable target for criminals whose victims were reluctant to report crimes against them. This is why police departments around the country just want to be allowed to ["Do Their Job"](#), and not that of federal immigration authorities.

In November 2014, after years of public criticism, the Obama administration announced “the end” of S-Comm. In February 2017, the Trump administration [revived S-Comm](#) and [threatened to strip federal funds](#) from communities that do not comply with ICE detainer requests without Judicial Warrants. Boxborough should act now to defend the freedoms guaranteed by the Bill of Rights and assert its rights under the Tenth Amendment:

- The [Fourth Amendment requires the issuance of a Judicial Warrant](#) by a neutral magistrate on a finding of probable cause or, in the case of a warrantless arrest, review by a neutral magistrate within 48 hours of arrest.
- The due process clauses of the [Fifth and Fourteenth Amendments](#) apply to all persons under American jurisdiction and require that any deprivation of liberty be accompanied by notice and an opportunity to contest the validity of the detention.
- The [Tenth Amendment](#), as Justice Scalia wrote in a Supreme Court decision, provides that: “*The Federal Government may neither issue directives requiring the States to address particular problems, nor command the States' officers, or those of their political subdivisions, to administer or enforce a federal regulatory program.*”

[Around the country, courts are finding that detainers are unconstitutional when they are not supported by what is called “probable cause,”](#) which is the standard of proof that the government must show in order to deprive a

person of his or her liberty under the Fourth Amendment. Recently, the federal court of appeals for the area that covers [Massachusetts](#) ruled that the Fourth Amendment requires that detainees be supported by probable cause.

ICE regularly issues detainers without the legally-necessary probable cause, sometimes even for U.S. citizens and people who are not deportable at all. The Department of Homeland Security has acknowledged and federal courts have held that [ICE's immigration detainers are requests and are not mandatory](#), and that [compliance with them by a local community is voluntary](#). Because local communities can choose whether to comply, communities that have voluntarily complied with ICE's immigration detainer requests [have been held liable for damages to individuals unlawfully detained](#).

In order to address these issues, our State Senator, James B. Eldridge, has filed [The Massachusetts Safe Communities Act](#), which has been cosponsored by our State Representative, Jennifer E. Benson, and forty-eight other members of the legislature. It does this by limiting voluntary local cooperation with ICE's deportation dragnet, and drawing a clear line between the roles of federal immigration enforcement and local public safety officials.

(The foregoing is adapted from The [Massachusetts Trust Movement](#))

[Hundreds of localities](#)—including some in Massachusetts—and several states have already taken similar steps, ending voluntary cooperation with ICE detainers absent a Judicial Warrant, and reaffirming our commitment to the Constitution and the Bill of Rights.

This resolution is Boxborough's opportunity to stand with them.

Massachusetts has been a home for immigrants escaping religious persecution since the Pilgrims landed at Plymouth Rock. Throughout its history, Boxborough has striven to be a place where immigrants, refugees and people visiting our community are made to feel welcome, and are encouraged to use their talents to help make Boxborough "**A Rural, Engaged Community for All**", and help make Massachusetts a better Commonwealth.

Massachusetts and Boxborough have welcomed successive generations of immigrants and refugees from England, Scotland, Ireland, Germany, France, Italy, Poland, Portugal, Canada, China, Vietnam, Cambodia, India, and all parts of the world, who have contributed to making our quality of life among the best in the United States.

Today, Massachusetts and Boxborough understand that immigrants and people visiting our Commonwealth on temporary visas play an important role in enriching the lives of the residents of the Commonwealth, and in [contributing to our economy](#). Massachusetts' schools and universities, the best in the nation, benefit from the contributions of immigrants and people visiting on temporary visas.

At an earlier time of great national debate, Henry David Thoreau said: "[On any moral question, I would rather have the opinion of Boxboro' than of Boston and New York put together](#)." When the former speaks, I feel as if somebody had spoken, as if humanity was yet, and a reasonable being had asserted its rights- as if some unprejudiced men among the country's hills had at length turned their attention to the subject, and by a few sensible words redeemed the reputation of the race".

Turning our attention to this subject at Town Meeting will show that Boxborough, in Thoreau's words, is still "reasonable", "unprejudiced", and "sensible". Passing the resolution will help Boxborough "assert its rights", and remain "**A Rural, Engaged Community for All**".

The Board of Selectmen makes no recommendation on this article.

A Town resident petitioned the Board to put this article on the Town Warrant. That request was posted in advance and resulted in the most well attended meeting we have had in years. Many Town residents expressed great interest in this matter at the meeting and in subsequent correspondence to the Board. As a result, the Board determined that it would be appropriate to place the Article on the Warrant in order to allow voters to fully discuss the matter at Town Meeting. In addition, the Board concluded that it could best foster open and honest discussion, and result in the most accurate sense of the meeting, if the Board refrained from making a recommendation.

ARTICLE 8 COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH FY 18 RESERVES

(Majority vote required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2018 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2018 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2018; and further, to reserve for appropriation from said estimated annual revenue a sum of money for open space, including land for recreational use, community housing, and historic resources purposes, and for a FY 2018 Budgeted Reserve;

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary

Each fiscal year, the legislative body, i.e. Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.

This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:

\$21,000	<i>open space, including land for recreation use</i>
\$21,000	<i>community housing purposes</i>
\$21,000	<i>historic resources</i>
\$112,000	<i>FY 18 budgeted reserve</i>

*Additionally, the CPC is recommending that an amount of **\$5,000** be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.*

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2018, under the local surcharge and the November state matching funds for the prior fiscal year.

The Board of Selectmen...

The Board of Selectmen support the establishment of the reserves and the funds set aside for administrative expenses as proposed by the Community Preservation Committee.

The Finance Committee...

ARTICLE 9 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION)

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Five Thousand Dollars (\$5,000), more or less, for Community Preservation purposes, projects, or acquisitions as follows:

Amount	Purpose	Applicant
\$5,000	Conservation Trust Fund	Conservation Commission

as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary and Recommendations

Summary

The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past 6 years, the CTF has been funded by an approval of an annual warrant article at Town Meeting with the money transferred from available free cash. This request for CPA funds is intended to continue the annual funding of the CTF with CPA funds instead of the previously requested non-CPA funds.

The Community Preservation Committee recommends.

The Conservation Commission recommends unanimously.

The Board of Selectmen recommends...

The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity. The Town has approved this \$5,000 request each of the last six years, including Article 23 in the 2016 Warrant. At last year's Town Meeting, the Finance Committee recommended that future funding of these requests come from the Community Preservation Act monies. This year the Conservation Commission and the Community Preservation Committee have followed the recommendation of the Finance Committee. The Board of Selectmen supports the Commission in its request. It is consistent with the intent behind acceptance of the Community Preservation Act and will save the Town money by taking advantage of additional state monies that we receive each year in the Community Preservation Act fund.

The Finance Committee...

ARTICLE 10 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Forty Thousand Six Hundred Seventy-Five Dollars (\$40,675), more or less, for Community Preservation purposes, projects or acquisitions as follows:

Article	Amount	Purpose	Applicant
10A	\$3,025	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018) Services	Boxborough Housing Board
10B	\$37,650	Boxborough Rental Assistance Program (BRAP)	Well-Being Committee and Boxborough Housing Board
TOTAL:	\$40,675		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summaries and Recommendations

10A - Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for the Second Half of Year 4 (Fiscal Year 2018)

Summary

Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. The Town of Hudson serves as the lead entity in this collaboration, which is defined by an Intermunicipal Agreement among Boxborough, Bolton, Littleton, Stow, and Hudson. During calendar years 2014, 2015, and 2016, the services were provided by Metro West Collaborative Development, Inc. of Watertown, MA. Calendar year 2016 was the final year of a three-year Intermunicipal Agreement and RHS contract. All towns involved in the Intermunicipal Agreement are now temporarily operating under six-month independent contracts with Metro West Collaborative Development, Inc. until a new Intermunicipal Agreement and contract can be developed which aligns the contract years with future fiscal years.

The RHS collaboration helps Boxborough monitor affordable units, assess affordable ownership units, and resolve compliance violations. The services provided by the collaboration reduce the time that Town staff spends on routine matters. Also, a repository of project legal documents, which helps maintain proper procedures, was created, and assistance with refinancing, resales, and assessments is provided.

At the 2016 Annual Town Meeting, funding was appropriated for calendar year 2017 of the RHS collaboration. However, the new Intermunicipal Agreement and contract being compiled will align the consulting services for this program with the fiscal year cycle. A Request for Proposals (RFP) for the consulting agency that will provide these services beginning July 1, 2017 is being prepared. To reduce confusion, the new RHS contract and Intermunicipal Agreement will be aligned with the fiscal year cycle. In order to also align Boxborough's funding of the RHS with the fiscal year cycle, Community Preservation Act funding in the amount of \$3,025 is requested in this 2017 Town Meeting for the continuation of this collaboration in a new contract, more specifically for the

second half of Year 4 (fiscal year 2018). Funding for the period July 1 through Dec 31, 2017 was provided via Article 8B approved at the 2016 ATM.

The Community Preservation Committee recommends.

The Housing Board recommends.

The Board of Selectmen recommends.

The Housing Board is responsible for monitoring and managing the town's affordable housing stock, whether ownership or rental. For the past three years, the Housing Board has used MetroWest Collaborative Development to do this work under a multi-town agreement, lowering our costs. This article will provide the balance of funds needed for a fourth year of contracted housing services. The remainder of funds will be provided from Article 8B approved at 2016 ATM. Due to differences in fiscal year timing between Boxborough and the regional provider, the Housing Board has used the Housing Trust as a pass-through for the mechanics of payment. This is complication we would like to eliminate by aligning the contract cycle with Boxborough's fiscal calendar. Approval of this article will provide the balance of funds needed for a full fourth year of services, and align the fiscal calendars for payment. Approval of this article will support the Housing Board's services needs for a fourth year and eliminate the need in future to use the Affordable Housing Trust pass-through mechanism.

The Finance Committee...

10B - Boxborough Rental Assistance Program (BRAP)

Summary

The Boxborough Rental Assistance Program (BRAP) was approved by the 2016 Town Meeting. It uses CPA funds to help seniors, disabled adults, and families with minor children reduce their rental burden. It targets households that have low incomes and helps households attain self-sufficiency. Although State and Federal programs exist with much the same goals, such as the Federal Section-8 Program or the Massachusetts Rental Voucher Programs, they are oversubscribed and have long waiting lists.

In the past year, representatives from the Housing Board and Well-Being Committee developed eligibility requirements and ranking methods, established procedures to distribute assistance funds to landlords each month, and created an application review process that is objective and maintains applicant confidentiality. A preference point ranking system was also developed that is designed to help the neediest Boxborough households with their housing expenses.

In all, 22 applications were received. Eligible applicants were ranked and the six households with the highest ranking were assisted. The first checks were distributed to landlords on October 1, 2016 and credited toward October 2016 rent. The assistance will continue for a year and may be renewed, if CPA funding is renewed and the household remains eligible for assistance.

All the eligible application households are current Buxborough residents. About half of the households are single-parent families with children in the Acton-Buxborough Regional School System. Most are attempting to re-establish stability following a divorce or a job layoff. Several households include a disabled person or senior citizen (age 60+) with limited income who will now be able to remain in their current homes. The Buxborough Community Services Coordinator remains in contact with the households that are being assisted.

We are pleased with the response to this program and are proposing an expansion of the program to funding levels that will enable us to assist 12 households. The Well-Being Committee and the Housing Board continue to jointly support and propose this program.

The Community Preservation Committee recommends.

The Well-Being Committee recommends.

The Housing Board recommends.

The Board of Selectmen recommends.

The Housing Board's Rental Assistance Program serves a segment of the community that cannot afford to purchase housing. This program, initiated last year, has been an outstanding success. The Selectmen applaud the Housing Board's creativity and initiative to increase access to affordable housing through use of Community Preservation funds to support their rental assistance program.

The Finance Committee...

ARTICLE 11 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nineteen Thousand Twenty-Five Dollars (\$19,025), more or less, from the Community Preservation Fund Balance for Community Preservation purposes, projects or acquisitions as follows:

Article	Amount	Purpose	Applicant
11A	\$10,000	Conservation of Historic Town Records	Town Clerk
11B	\$9,025	North Cemetery Restoration	Cemetery Commission
TOTAL:	\$19,025		

as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summaries and Recommendations

11A - Conservation of Historic Town Records

Summary

Preserving historic records is an obligation of all towns and cities in the Commonwealth. This request funds the third phase of a three-year project to preserve historic records of the Town. The first phase was completed in October of 2015 and the second phase is in process. The third phase includes deacidification, mending and reinforcement of paper as necessary, resewing, and rebinding. Additionally, each page will be photographed before rebinding and made into a CD for web access.

The Community Preservation Committee recommends.

The Board of Selectmen...

This article represents year three of a three-year project to repair, rebound and renovate the preservation of public records as required under MGL Chapter 66, section 9. As explained in prior years, many of the Town's historic records are in very poor condition. Bindings, covers and individual pages of documents have deteriorated. In some cases, the writing has become illegible. This initiative continues to ensure that vital information is preserved for future generations.

The Finance Committee...

11B - North Cemetery Restoration

Summary

The North Cemetery Restoration proposal is part of a multi-year plan to repair, reset, and restore the North Cemetery. The Cemetery Commission would like to break the cemetery into sections and focus on one section per year. This first year the Cemetery Commission is looking to restore the northeast quadrant of the cemetery. The funds will be used to repair, reset, and clean headstones.

The Community Preservation Committee recommends.

The Cemetery Commission recommends.

The Board of Selectmen...

The Finance Committee...

ARTICLE 12 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund General Reserve the sum of Thirty Thousand Dollars (\$30,000), more or less, from the Community Preservation Fund Balance for Community Preservation purposes, projects or acquisitions as follows:

Amount	Purpose	Applicant
\$30,000	Preservation of Steele Farm House	Steele Farm Advisory Committee

as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary

The Steele Farm Advisory Committee (SFAC) is seeking the sum of \$30,000 to contract the design and specifications for stabilizing the Steele Farm house and chimney foundations with fill in the basement, repair of the first-floor framing and sills, and preservation of the exterior of the farmhouse.

Last year an assessment of the house was conducted by Red Hawk Studio Architects. This study provided the SFAC with recommendations and estimates of what work is necessary, and the costs of that work to preserve the farmhouse. The largest cost identified was the work required to jack up the house and install a new concrete foundation under the building and chimney. The SFAC believes filling the basement with a suitable material and leaving a crawl space under the first floor is the lowest cost, least disturbing solution. Reinforcing what is there and preserving the history of the house at a lower cost is a win-win situation.

The design work will provide the SFAC with the necessary drawings and specifications to obtain bids to complete this long overdue work to maintain and preserve the farmhouse.

The Community Preservation Committee recommends.

The Steele Farm Advisory Committee recommends.

The Board of Selectmen...

The Finance Committee...

ARTICLE 13 TRANSFER TO STABILIZATION FUND**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of **TBD Dollars (\$TBD)**, more or less, for the Stabilization Fund, or take any other action relative thereto.

The Finance Committee...

The Board of Selectmen recommends...

This article continues our recent practice of making regular contributions to the Town's Stabilization Fund. A healthy balance in the Stabilization Fund (currently ~ 5% of yearly expenditures) is one of the attributes considered by bonding agencies in setting our bond rating and determining the cost to the Town of borrowing money.

**ARTICLE 14 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST
FUND****

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Sixty-Two Thousand Five Hundred Dollars (\$62,500), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

Summary

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand dollars was initially authorized by Town Meeting in 2012 to begin funding that liability. For each of the past three years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund and last year we transferred \$62,500. We reduced the contribution rate to reflect the decreased direct liability that occurred due to the transfer of school employees to the AB Regional School District. (The OPEB liability attributable to staff at the Region is included in the Town's education budget, as part of the Town's assessment).

The Board of Selectmen recommends...

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The Town's FY2018 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$ 2,651,844. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY2018 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

The Finance Committee...

(Majority vote required)

[illegible]

The Board of Selectmen recommends...

The Finance Committee...

ARTICLE 16 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER **

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2017, for the lease of the Fellowship Hall, to be used as a community center, and further to see if the Town will vote to transfer from available funds or otherwise provide the sum of Twelve Thousand Two Hundred Forty Dollars (\$12,240), more or less, for the purpose of funding the first year of the renewed lease for the period July 1, 2017 through June 30, 2020, or take any other action relative thereto.

Summary

This article will provide funding for a successor lease for the use of the UCC's Fellowship Hall to serve as a community center for the town. The Boxborough Community Center is centrally located across from the Town Hall. The town has been very fortunate to have this space available to use for a number of senior activities since 2012 including senior luncheons, Mahjong, painting, fitness classes and line dancing. Additionally, the space has well-served the Town as overflow meeting space when Morse/Hilberg and the Grange meeting rooms are occupied.

The Board of Selectmen recommends...

The town has been leasing space in the UCC Community Center since 2012. This has proven to be a very beneficial arrangement that should be continued with a renewal of the lease. The Community Center has provided much needed space primarily to support Council on Aging activities. It has also been used for meetings of boards and committees, the Agricultural Fair and the Employee Appreciation event.

The Finance Committee recommends...

ARTICLE 17 CABLE INFRASTRUCTURE**

(Majority vote required)

To see if the Town will vote to appropriate the sum of **Seventy-Four Thousand Dollars (\$74,000)**, more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 18 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage, or take any other action relative thereto.

Summary

Last year, Town Meeting authorized the establishment of a new Special Revenue Account for Appropriation for cable-related purposes. Appropriations from this account must be for the benefit of residents related to Public, Education and Government channel access and related activities. Annual licensing fees and capital equipment grants from Verizon and Comcast fund the special revenue account. No tax revenues are involved. Although Town Meeting must approve these appropriations, they do not affect anyone's tax bill.

This article will be used to upgrade our cable infrastructure for televised and recorded meetings in the Grange Room together with related networking upgrades. These upgrades will continue a planned series of improvements to provide higher quality access to public meetings through televised and recorded proceedings.

The appropriations requested for operations and purchase of new equipment are summarized below.

LCTV Services	63,250
Contract Videographers	1,600
On-demand service	3,000
One UPS	4,850
One switch	1,300
Additional components for Grange meeting room (Think we may be ok... need to confer with Kirby and Gerry on wiring/cabling)	\$TBD

[total does not include TBD]	TOTAL:	\$74,000
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The Board of Selectmen recommends...

This appropriation from the Cable Special Revenue Account will provide for ongoing video services contracted through Littleton Community Television for BXB-TV. These services support broadcasts and recordings of Selectmen's meetings, Town Meetings and selected special events. A portion of the funds will be used to upgrade the infrastructure. Since the funds come from the Cable Special Revenue Account there will be no impact on tax bills.

The Finance Committee...

ARTICLE 18 PAYMENT OF PRIOR FISCAL YEAR BILLS**

(Four-fifths vote required)

To see if the Town will vote to transfer from Free Cash the sum of Forty Dollars (\$40), more or less, for the purpose of a paying an invoice from Quill and Press for a prior fiscal year, or take any other action relative thereto.

Summary

This is a housekeeping article. Funding of a prior year's bill must be approved by Town Meeting.

Stationery had been purchased from Quill and Press in 2015. There were sufficient funds available to cover the invoice when the expenses were incurred, and the invoice could have been timely paid had it been submitted promptly. A statement of account had mistakenly been sent to the Blanchard School administration office and the matter was only uncovered this past December.

The Board of Selectmen recommends...

The vendor in question failed to provide a timely invoice for an expense incurred in FY2016. This article will allow for the payment of that invoice.

The Finance Committee...

ARTICLE 19 MASSACHUSETTS SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT CONSULTING SERVICES**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of implementing the necessary plans, programs, and tasks to ensure that the Town of Boxborough is compliant with the Massachusetts Small MS4 General Permit, or take any other action relative thereto.

Summary

Polluted stormwater runoff is commonly transported through Municipal Separate Storm Sewer Systems (MS4s), and then often discharged, untreated, into local water bodies. An MS4 is a conveyance or system of conveyances that is:

- *Owned by a state, city, town, village, or other public entity that discharges to waters of the United States,*
- *Designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),*
- *Not a combined sewer, and*
- *Not part of a sewage treatment plant, or publicly owned treatment works (POTW).*

On May 1, 2003, United States Environmental Protection Agency (EPA) Region 1 issued its Final General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (2003 Small MS4 Permit) that covers "traditional" (i.e., cities and towns) and "non-traditional" (i.e., federal and state agencies) MS4 Operators located in the states of Massachusetts and New Hampshire. This permit expired on May 1, 2008 but remains in effect for authorized operators until operators are authorized under the 2016 MS4 General Permit. The 2016 Massachusetts Small MS4 General Permit was signed April 4, 2016 and will become effective on July 1, 2017. The final Massachusetts Small MS4 General Permit establishes Notice of Intent (NOI) requirements, prohibitions, and management practices for stormwater discharges from Small MS4s in Massachusetts. The final Massachusetts Small MS4 General Permit reflects modifications to the draft Small MS4 General Permit released for comment on September 30, 2014 and replaces the 2003 Small MS4 General Permit for MS4 operators within the Commonwealth of Massachusetts.

There are a number of requirements to be met to achieve and maintain compliance with the Small MS4 General Permit including the submission of a Notice of Intent (NOI) by September 29, 2017; development of a Stormwater Management Program Plan; public outreach, education, involvement, and participation; illicit discharge detection and elimination; construction site runoff control; post-construction site control; pollution prevention; and annual reporting. Town staff does not have the expertise or capacity to handle all aspects of the requirements for this mandatory permit to achieve and maintain compliance, and therefore an outside consultant is needed to assist with this task.

The Board of Selectmen recommends...

The US Environmental Protection Agency has issued regulations governing municipal systems for management of stormwater and sewerage. The intent is to protect drinking water and the waters of the United States by insuring that sewerage and stormwater are handled in separate systems, not comingled. Implementation is via master permits issued by the EPA to the states. In Massachusetts, the responsible permitting authority is the Mass Department of Environmental Protection. The net result is that all municipalities in the Commonwealth must apply to the DEP for Permits for their "Municipal Separate Storm Sewer System", hence "MS4 Permit".

The Finance Committee...

ARTICLE 20 VETERANS MEMORIAL DESIGN STUDY**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of procuring the services of a consultant to provide engineering/design services for a Veteran's Memorial, or take any other action relative thereto.

Summary

The Selectmen charged the Veterans Memorial Committee to provide them with a recommendation for the creation of appropriate memorials in town, which would foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families; convey to every individual that enters the memorial grounds, a sense of the total dedication to the United States of America and its citizens by the men and women who served during war-time and in peace; honor selfless service; and provide the opportunity for the public to reflect on their rights and freedoms that they enjoyed as citizens of the United States of America.

In the fall of 2016 the Committee began these efforts to develop recommendations that will determine whether multiple locations or one locale will be appropriate; identify town-owned property or properties suitable to site said memorial(s), and the criteria under which service members will be identified as eligible for placement on the memorial(s).

The existing World War I and World War II Memorials are overgrown and neglected. There are also other military wars or conflicts, for which there are no memorials in town, and hence the sacrifices of those veterans and their families go unrecognized. These veterans have never truly been welcomed home by the Boxborough residents.

This article would provide initial funding for engineering/design services to provide for construction plans for a veterans memorial park area(s). The amount sought is based on input provided by several Boxborough residents who are landscape design professionals.

The Veterans Memorial Committee recommends...

The Board of Selectmen recommends...

The Finance Committee...

ARTICLE 21 SNOW AND ICE DEFICIT**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of **TBD Dollars (\$TBD)**, more or less, for the purpose of funding the Snow and Ice Deficit for the year ending June 30, 2017, or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 22 CAPITAL EQUIPMENT & INFRASTRUCTURE – TOWN HALL**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twenty-Five Thousand Dollars (\$25,000), more or less, to provide for the following equipment and infrastructure improvements for the Town Hall:

	Purpose	Amount
A.	Replacement of Voting Booths	\$8,000
B.	Exterior Paint Touch-up	\$10,000
C.	Replace Hot Water Heater	\$7,000
TOTAL:		\$25,000

Or take any other action relative thereto.

Summaries and Recommendations

22A – Voting Booths

Summary

We currently have 32 voting booths that are mounted on 8-foot long plywood. Our voting booths were donated to the Town by the Boxborough Minutemen decades ago and are bulky and extremely heavy. The DPW Director has expressed his concerns about injury to the DPW workers setting up for elections due to the booths' unwieldy construction and weight. During the setup for the September state primary, the hinges of one of the partitions let go. A large piece of plywood fell to the ground, narrowly missing one of the worker's hands. In addition, the booths are not stand-alone. They must sit on top of 6-8' tables, which are dragged into place for every election. With the planned renovation of the Grange Hall and the refinishing/replacement of the hardwood floor, continuing to use these booths for voting would cause major wear-and-tear on the new floor. The new booths would be lighter, free-standing, accessible, easier to set up, and easier to store.

The Board of Selectmen...

This is an effort to modernize the current voting booths built and donated by the Boxborough Minutemen decades ago. The booths are difficult to handle due to size and weight and have served their useful life.

The Finance Committee...

22 B - Exterior Paint Touch-Up

Summary

Town Hall exterior paintwork is cracking and peeling. The requested appropriation will provide for necessary routine maintenance and touch-up of the paintwork. The newer section of town hall was painted in 20xx; the older section was last painted in 2013.

The Board of Selectmen...

The Finance Committee...

22C - Replace Water Heater

Summary

The Town Hall water heater was installed in 1990, and is well beyond its estimated twenty-year useful life. The Inspector of Buildings is recommending replacement of the water heater with four on-demand “tankless” energy efficient units to be placed in each of the three Town Hall washrooms and the “kitchen.”

The Board of Selectmen...

The Finance Committee...

**ARTICLE 23 INFORMATION TECHNOLOGY - WIRELESS ACCESS POINTS – FIRE, DPW
AND LIBRARY****

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Five Thousand Six Hundred Dollars (\$5,600), more or less, to provide for the installation of secure wireless access points at the Fire Department, Department of Public Works and the Sargent Memorial Library, or take any other action relative thereto.

Summary

During the past several months, secure wireless access has been provided at the Town Hall and Police Department. Funding for this article will provide for the installation of a secure mesh (wireless) network which will enhance Boxborough's commitment to providing efficient and effective services under an open and transparent form of government. The wireless network will provide access to Town information resources and transmission of data to the public as well as provide secure high-speed access to the Internet for committee members and volunteers. Mobile access (phone, tablet, laptop, etc) to information – from any municipal facility in Town will be made possible through a secure network. All consumer grade wireless access points dispersed across the network will be systematically removed (eliminating the current security risk they represent).

In addition to the benefits to the public, committee members and volunteers, town staff will be able to connect seamlessly and securely from any municipal facility in town.

The Board of Selectmen recommends...

The Finance Committee...

ARTICLE 24 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE**

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty-Nine Thousand Five Hundred Dollars (\$49,500), more or less, to provide for the following building repairs and maintenance at the Police station:

	Purpose	Amount	Comment
A.	Carpeting	\$10,500	Was last replaced in 2008 and on the capital plan for scheduled replacement in FY17 (passed over). The carpets have been regularly maintained and cleaned however intense 24/7 traffic has worn them down past the state of repair. Replacing hallways, locker room, conference room and offices
B.	Interior Lighting	\$15,000	Many of lights have failed beyond bulb replacement and several inoperative switches need replacement. We are seeking to replace fixtures with energy efficient LED lighting. Which will likely provide for savings in our utility bills over time
C.	Interior Painting	\$10,000	The interior paint is faded, stained or damaged in many places. Also, minor wallboard repairs are needed from years of constant (24/7) use
D.	Duct Cleaning	\$6,000	Air Duct Cleaning refers to the removal of dust and contaminants within the ductwork. This includes the supply and return air ducts as well as the registers and diffusers in each room. Powerful vacuums are used to remove all dust and debris, preventing it from re-circulating throughout the PD. This will create a cleaner and healthier working environment. By reducing allergens and irritants, it helps everyone breathe easier, improves air flow and energy efficiency.
E.	Server/IT Room HVAC	\$8,000	This unit is in the 911 data room that houses public safety servers, town wide LAN and internet services. It runs constantly in all seasons as this equipment which also runs constantly generates heat and need to stay at a reasonable temperate to operate correctly. It is imperative to keep the equipment running smoothly in a temperate facility to ensure that we can continuously provide for the public safety needs of the community.
TOTAL:		\$49,500	

Or take any other action relative thereto.

Summary

This article is to fund repairs and maintenance that are needed for various items of the Police Department building and grounds as described in the accompanying table. Most of these needs arise from ordinary wear and tear. As noted above the duct cleaning will provide for a cleaner, healthier environment. The server room must be maintained in a temperate environment to ensure the continuous operations of the 911 and IT equipment. The Chief is working with the Energy Committee to leverage their town-wide initiative on energy efficient lighting for potential savings on fixtures, bulbs and installation expenses.

The Board of Selectmen...**The Finance Committee...**

ARTICLE 25 POLICE DEPARTMENT – EQUIPMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Fifteen Thousand Five Hundred Dollars (\$15,500), more or less, to provide for the following equipment for the Police Department:

	Purpose	Amount	Comment
A.	Office Furniture	\$5,000	To replace aged desks, chairs and conference table. We have been getting by with used office furniture awaiting this funding
B.	Photocopier	\$7,000	Has become less reliable and parts are no longer readily available. It is over the DOR useful lifespan and was on the FY17 capital plan. A lease option...
C.	Motorcycle Lease Program	\$3,500	<p>The Boxborough Police Motorcycle program was created seventeen years ago and has been active every year since. It has been an instrumental part of our community policing program and is used for patrol, special traffic assignments, funeral escorts and other town events. Anyone who has participated our annual Memorial Day or Fifer's Day parade or road race has seen our motor unit in action.</p> <p>The Harley Davidson Motorcycle lease program provides us with a new motorcycle every two years. It arrives before April 1st and returns for storage in November. Officers using the motorcycle must participate in an intense 40 hour – hands on course. The four Boxborough Officers who have attained this police motorcycle certificate share the motorcycle.</p> <p>The program was originally funded through community policing grants and when the grant ended we continued the program with funds from the Law Enforcement Trust (seized drug monies). We are looking to continue the program with Town funds as the annual lease is \$2,300, maintenance and service \$600 and equipment is \$600.</p>
TOTAL:		\$15,500	

Or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 26 FIRE DEPARTMENT – REPLACE 2 RUGGEDIZED TABLETS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twelve Thousand Dollars (\$12,000), more or less, for the purpose of acquiring two replacement ruggedized tablets for the Fire Department, or take any other action relative thereto.

Summary

This proposed article is to replace two (2) 2010 ruggedized tablets for the ambulance (A-1) and Pumper (E-63). These were purchased as refurbished units, and are becoming less reliable as they approach their suggested lifespan. In-vehicle computer technology has become an important tool to help firefighters and EMT's mitigate any problems they may encounter. These ruggedized tablets connect to Dispatch and have access to our Computer Aided Dispatch (CAD) site information database. They also provide on-line chemical data bases for emergency personal, and are used for all medical run reports and to capture patient's signatures. The funding will also provide for miscellaneous bracketry and installation.

The Board of Selectmen...

As noted in the summary, this article seeks to replace two, seven-year-old refurbished tablets which have reached their useful life. The tablets are currently used in the ambulance and the pumper truck. They connect to Dispatch and have access to a site information database. They also provide on-line chemical databases for emergency personnel. The tablets are an essential tool for emergency management personnel.

The Finance Committee...

ARTICLE 27 DPW - DUMPSTERS – METAL AND WOOD**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ten Thousand Four Dollars (\$10,400), more or less, for the purpose of acquiring two new dumpsters, one for metal, the other for wood/other recyclables, or take any other action relative thereto.

Summary

This article will fund two new open-top dumpsters that are used for bulk metal and wood/other recycling. The current dumpsters are quite old and have been repaired numerous times. It would be a waste of money and not feasible to continue repairing them. It is time for them to be recycled and replaced!

Board of Selectmen recommends...

This expense is on the capital plan.

The Finance Committee...

ARTICLE 28 SOUTH CEMETERY – STONE WALL**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, for the purpose of constructing a farmer's stone wall between the South Cemetery and the residential lot next door, or take any other action relative thereto.

The Cemetery Commission recommends.

The Cemetery Commission is requesting the funding in order to build a stone wall between the South Cemetery and the residential house lot next door. The wall will be a farmer's stone wall (which will look like the existing stone wall around the rest of the cemetery) and will be between 350-400' long. The Commission believes it is necessary to define the cemetery boundaries because plots are now being sold in the eastern part of the cemetery.

Board of Selectmen recommends...

The Finance Committee...

ARTICLE 29 CAPITAL EQUIPMENT & INFRASTRUCTURE - INFORMATION TECHNOLOGY

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ninety-One Thousand Four Hundred Dollars (\$91,400), more or less, to provide for the following information technology upgrades and equipment, or take any other action relative thereto.

	Purpose	Amount	Comment
A.	Hardware Upgrades	\$31,400	This will provide for the replacement of seven desktop computers, one switch and one Town Hall server.
B.	Town Facilities Access Control System	\$60,000	This will provide automated access to all town buildings, excluding the Police department, which is currently operating under this system. The system will ensure that only <u>current</u> employees and chairs of committees, boards or commissions have access to the building during non-business hours.
TOTAL:		\$91,400	

Or take any other action relative thereto.

Summary

The Capital Plan has been updated to include the Town's IT infrastructure and hardware so that we can plan for the phased replacement of our equipment. We are seeking to replace PC's that were placed in service in 2010 and 2011 as well as a network switch at Town Hall and the server that houses the Assessing system that was placed in service in 2007.

This article will also fund the deployment of a town-wide monitoring and access control system for all town buildings, except the Police department: Town Hall, Fire Station, DPW, Library and Museum. Currently, building access is controlled by issuance of physical keys to authorized individuals under a master key system. Town employees and chairs of committees and boards are issued keys. Records must be maintained for keys issued, lost/replaced and returned. With growth in the number of keys issued, record keeping and physical key inventory management has become unwieldy. It can be problematic to ensure there are no keys outstanding to unauthorized individuals. Lock repair and maintenance is more costly and complicated by the master key system.

An IP-enabled access control system will use RFID cards issued to authorized individuals. Access to buildings will be controlled by card readers that query the card presented and check for access authorization in the master database. Upon termination of employment or change in committee status, issued cards can be revoked with the click of a mouse. There will be no need to return keys or cards. The card readers will be connected to the town network to communicate to the master database and monitoring system at Dispatch. Dispatch personnel will be able to provide assistance 24x7 in case of any issue. In the next phase of the town's access control and security deployment, IP enabled video cameras will be installed at all card-reader equipped doors.

The Board of Selectmen recommends...

The proposed hardware upgrades are part of the town's normal and regular IT equipment refresh cycle and have been recommended by Boxborough's ad hoc IT steering committee comprised of the Board of Selectmen, the department heads, and Guardian Information Technologies, our IT consultant and services provider.

The access control system will improve the town's ability to provide a safe and secure environment for employees, volunteers and visitors to town facilities, as well as equipment. The basement of the museum now houses a portion of the new public safety radio system, and additionally is being utilized to store town records and archives. These assets should also be protected with an access control and monitoring system especially since the museum is not normally staffed.

A previous version of this article was brought to Town Meeting in May 2016, asking for \$45K to fund an initial phase of deployment at only town hall and the public safety facilities. The discussion at Town Meeting in May 2016 indicated support for such a system but that it should be deployed across all town buildings. This was also the recommendation of the Finance Committee. The increased funding to \$60K under this article will permit deployment at all buildings including the library and museum.

The Finance Committee...

ARTICLE 30 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Eighty-Five Thousand Dollars (\$85,000), more or less, for the purpose of repaving the parking lot and providing for landscaping improvements at the Police station, or take any other action relative thereto.

Summary

The pavement is failing and is original to the building. This work was passed over in 2012 when other town facilities were done. Additionally, the area around generator needs regrading as snow melt causes an ice hazard all winter

This article also requests funding for landscaping improvements. The shrubs in front of the PD and along the visitor parking lot are original to the building (1989). Overgrowth, ice and snow damage, along with incorrect pruning have contributed to disease and general unattractiveness of our shrubs. The benefits of well-placed trees and shrubs can reduce energy consumption during the hot summer months as well as reduce storm water runoff, erosion and flooding.

The grass/lawn areas around the building are extremely poor. Lack of regular maintenance has left poor and compacted soil that is infested with weeds and insects. In many places the soil won't even support weed growth. Aside from aesthetics, lawns act as natural filters taking up dust, pollutants, and particulate matter from the air and water. A healthy lawn will help with drainage, prevent erosion and insect infestation.

The Board of Selectmen recommends...

The Finance Committee...

ARTICLE 31 FIRE DEPARTMENT – - REPAIR/REPAVE PARKING LOT

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ninety Thousand Dollars (\$90,000), more or less, for the purpose of repaving the parking lot at the Fire station, or take any other action relative thereto.

Summary

The requested appropriation will provide for repairs to and repaving of the Fire station parking lot, including associated regrading and drainage work. The paving at the Fire station is in very poor condition, rendering travel and maintenance difficult. More importantly, the sunken ruts in front of the apparatus bays cause poor drainage and safety risks. This project would enable us to regrade the driveway and parking lot to allow for better management of storm water, keeping it away from the building, while also providing for a smooth and sound driveway / parking area.

The Board of Selectmen recommends...

The surface of the parking lot is in poor condition. The ruts in front of the apparatus bays cause poor drainage, safety risks and potential damage to equipment. While the Boxborough Building Committee is currently studying various sites for a new Fire Department, their recommendations, proposals and a vote on those recommendations at ATM, in all likelihood is years away from fruition. Under the circumstances, we need to make the necessary repairs to the parking lot. The Board of Selectmen asks that you support this article.

The Finance Committee...

ARTICLE 32 FIRE DEPARTMENT EQUIPMENT

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Hundred Twenty-Three Thousand Dollars (\$123,000), more or less, to provide for the following equipment for the Fire Department:

	Purpose	Amount	Comment
A.	Mobile and Portable Radios	\$26,000	The Fire Department needs to replace its current outdated/discontinued two way radios: 5 mobile units and 14 Portable radios. These radios are unreasonable to repair and are beyond their suggested lifespan and are becoming less reliable. The requested funding would also provide for miscellaneous batteries, clips, chargers etc. necessary for the installation and operation of the radios.
B.	Public Safety Radio Upgrade - Continuation	\$97,000	The funding would enable the continuation of an integrated communications network for the Fire Department. The recently installed Fire Department radio system still experiences a lack of coverage throughout the town. The project includes upgrading the existing towers at Swanson Road & Hager site with new UHF radio simulcasting transmitter/repeaters to improve coverage and provide failsafe redundancy.
TOTAL: \$123,000			

Or take any other action relative thereto.

The Board of Selectmen recommends...

This article seeks to replace five (5) mobile and fourteen (14) portable two-way radios. The radios are 10-15 years old, obsolete and beyond their useful life. The replacement cost includes, batteries, clips and chargers.

In May 2014, the Town voted funding in the amount of \$415,194 to upgrade existing radio towers on Swanson Road and at the Hager site with new UHF/VHF radio transmitter/repeaters and to install a transmitter/repeater unit at Middle Road. The upgrade and installation solved most problems associated with communications by the Police Department. However, because of the forty-five (45) foot zoning bylaw height restriction, the transmitter/repeater unit on Middle Road did not provide adequate coverage for the northeast area of the town including Liberty Square Road, Depot Road, Sargent Road, upper Hill Road and Central Street. Currently there is limited transmission coverage to this area of town.

This article seeks funding to correct the existing problems of inadequate coverage and dead zones so that the Fire Department can safely communicate with dispatch, police and mutual responders. The plan is to replace/upgrade the Hager cell site UHF antenna and transmission cable, swap out the current single transmitter/repeater equipment at Swanson and Hager and replace it with an upgraded simulcasting transmitter/repeater, so that both sites will be “talking and listening” sites. Currently, Swanson and Hager are only “listening” sites. The Middle Road site will be changed to a “listening” only site. The vendor we’re working with has agreed to give us a partial credit for the equipment swap. This new equipment also includes a backup system (fail safe redundancy) in the event of a power outage, lightning strike or some other unforeseen event.

For the safety of residents and first responders, the Board of Selectmen asks that you support this article.

The Finance Committee...

ARTICLE 33 DEPARTMENT OF PUBLIC WORKS EQUIPMENT

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Hundred Ninety-Five Thousand Dollars (\$395,000), more or less, for the purpose of providing for the following equipment for the Fire Department:

	Purpose	Amount
A.	Update Radio Equipment	\$50,000
B.	Six-Wheel Combination Dump Truck/Spreader	\$210,000
C.	One-Ton F550 Truck	\$60,000
D.	Re-Furbish 1997 Loader	\$75,000
TOTAL:		\$395,000

Or take any other action relative thereto.

Summaries and Recommendations

33A - Update Radio Equipment

Summary

This article will fund the upgrade of the DPW radio system substantially as described in Article 34 May 2016 ATM except that only one transmitter will be located at the Hager Well site, reducing the complexity and cost of the previously proposed so-called “simulcast” design employing multiple transmitter/repeaters. The estimate of \$50,000 is based on a vendor quote. Compared to last year’s request of \$95,000 this article represents a savings of \$45,000. The repurposing of former Police Department repeater equipment and radios will save approximately \$51,000 in additional costs that otherwise would be incurred over and above the current estimate.

The DPW currently operates a Low Band radio system to maintain communications between the vehicles and headquarters. This system is not compatible with Public Safety communications radios and has become sufficiently obsolescent that parts and repairs are extremely difficult to obtain, risking large scale unresolvable failures in the near future. This article will fund replacement of the current system with a fully licensed VHF radio system able to communicate directly with public safety dispatch and DPW vehicles, employing a combination of newly purchased equipment and systems repurposed from Boxborough Police Department radio equipment rendered surplus by the recently completed Public Safety Communications upgrade. The new system will include a VHF transmitter at the Hager site, interface and base station equipment at the Public Safety Dispatch center and DPW barn, mobile radios for the 18 DPW vehicles and portables for DPW personnel.

The Board of Selectmen recommends...

The DPW radio system is beyond obsolescent. It must be replaced to provide reliable communications with DPW personnel and vehicles, and to provide interoperability with public safety systems in the event of emergencies where coordination among Police, Fire and DPW is essential to safe and efficient operations.

The Finance Committee...

33B - Six-Wheel Combination Dump Truck/Spreader

Summary

This will replace a 2001 Chevrolet 10-ton dump truck with salt spreader that has 40,000 miles on it and is badly corroded. We have been experiencing increasing mechanical problems with the current truck, most ominously with the transmission. The proposed new truck will have a stainless steel body with deicing tanks.

The Board of Selectmen recommends...

This procurement is on the capital plan and is necessary to ensure we can operate reliably next plowing season.

The Finance Committee...

33C - One-Ton F450 Truck

Summary

This article will fund purchase of one-ton truck with the normal accessories including radios. This purchase is on the capital plan for FY18.

The one-ton trucks are the workhorses of the DPW. They are each fitted with a plow and a dump body and a rear hitch to pull the equipment trailers. Each road crew on mowing, brush or tree detail uses one of these trucks. We normally operate with three trucks after the oldest truck has been sold at surplus auction. After new trucks are purchased, the two newest of the fleet are in active use with the oldest of the three kept as a spare. We need three one-tons to operate with full crews plus a spare.

This purchase will replace the truck that was sold at surplus auction. Following our normal practice a 2007 truck would have become our third and oldest one-ton after this new purchase. In February, due to a freak mechanical failure, the 2007 caught fire and burned, resulting in a total loss. Together with the insurance settlement and use of the reserve fund, we have replaced the burned truck, but are still short one truck. With purchase of a new truck with this article, we will have a full fleet of three one-tons. Since the burned truck replacement will also be new, we will be able to push out the capital plan schedule for replacement of the next one-ton.

The Board of Selectmen recommends...

This truck purchase is necessary to maintain our one-ton truck fleet strength. It is on the capital plan.

The Finance Committee...

33D - Re-Furbish 1997 Loader

Summary

This article will fund work to refurbish the 1996 loader. Work is needed on the bucket and booms, hydraulic hoses and various other items. This expenditure is on the capital plan with a cost based on a vendor estimate.

The Board of Selectmen recommends...

This is necessary equipment maintenance work.

The Finance Committee...

ARTICLE 34 DEPARTMENT OF PUBLIC WORKS - ROAD PAVING

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Hundred Thousand Dollars (\$300,000), more or less, for the purpose of paving roadways in Boxborough, or take any other action relative thereto.

The Board of Selectmen recommends...

This article continues the action begun at the 2015 Annual Town Meeting of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving town roads. The expected level of Chapter 90 funding in recent years has been insufficient to repave even 1 mile per year of the Town's approximately 30 miles of roadway. This shortfall has led to a general deterioration of town roads, a situation obvious to all residents.

The road projects the DPW would like to address in FY18 are:

Road	Estimated cost
Robinson Road	\$300,000
Burroughs Road	\$300,000
Hill Road paving and guard rail	\$870,000
Joseph Road	\$210,000
Emanuel Road	\$90,000
Total cost estimate	\$1,770,000

The estimated cost of these projects is about \$1,770,000. We have on hand \$1,082,500 available from prior appropriations and balance of prior year's Chapter 90 monies. We estimate we will receive about \$200,000 in FY18 Chapter 90 funds, giving us about \$1,282,500 for FY18 projects. The additional \$300,000 requested in this article would make available total funds of \$1,582,000. This would enable completion of a substantial portion of the current priority projects. The DPW will work with the contractor to plan the most advantageous and maximum use of these funds. We would like to complete whole road sections where possible and minimize the amount carried forward for FY19 projects. We intend to use a multi-year bid process to get more favorable pricing and allow the work to proceed more efficiently.

Road paving requests are likely to be continuing from year to year until such time as we have "caught up" with a sustainable repaving schedule or Chapter 90 resources have been substantially increased.

The Finance Committee...

ARTICLE 35 DEPARTMENT OF PUBLIC WORKS - REPLACE GARAGE ROOF (OLD SIDE)

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of replacing the roof on the “old” side of the DPW garage, or take any other action relative thereto.

Summary

This article will fund replacement of the oldest half of the DPW garage roof which is original dating from 1970. At 47 years, it is well past expected life and leaking. This expenditure is on the capital plan with a cost based on a vendor estimate. This work will be put out to bid.

The Board of Selectmen recommends...

This is necessary building maintenance work and is on the capital plan.

The Finance Committee...

ARTICLE 36 LIBRARY - REPLACE CARPETING

(Majority vote required, or two-thirds if transferred from Stabilization Fund or Borrowed)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Ninety-Five Thousand (\$95,000), more or less, for the purpose of removing and replacing the existing carpet at the Sargent Memorial Library; or take any other action relative thereto.

The Library Board of Trustees recommends unanimously.

The library carpeting is now 12 years old. The carpet, which is cleaned regularly, is now worn, soiled, and frayed. Parts of the carpet edges are coming up, creating a tripping hazard.

By replacing the old carpet with carpet squares, we will be able to make future repairs to individual areas as needed, rather than replace the carpet throughout the entire building at once.

The amount requested will include the removal of existing carpeting, labor and materials for replacing the carpet, as well as costs associated with moving and storing library materials and furniture during the process.

The Library Trustees unanimously recommend this expenditure to maintain our investment in this important resource in our community. This replacement has been a part of the town's long term capital plan.

The Finance Committee...

ARTICLE 37 ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 9004 Penalty, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

9004 Penalty

Whoever shall breach or violate any provision of this Zoning Bylaw and/or any of the decisions of the Board of Appeals and Planning Board of the Town of Boxborough made under the provisions of said Bylaw, shall be punished by a fine ***of one hundred dollars (\$100) for the first offense, two hundred dollars (\$200) for the second offense, three hundred dollars (\$300) for the third offense, and three hundred dollars (\$300) for each succeeding offense***~~of not exceeding one hundred dollars for each offense or for each day of a continued offense~~, in the absence of an express provision for another penalty. ***Each day that a violation continues shall constitute a separate offense.***

Or take any other action relative thereto.

Summary

The current language of Section 9004 of the Boxborough Zoning Bylaw only allows for the issuance of fines up to one hundred dollars (\$100) per day for violations. The proposed amendment would implement a tiered system for fines and also allow for the maximum fine amount (\$300) to be issued each day to those violators who do not comply. The proposed amendment also makes clear that each day a violation continues it will constitute a separate offense, which will make this section of the Zoning Bylaw clearly consistent with existing zoning enforcement practices.

The Planning Board recommends (X-X).

The Planning Board finds a tiered system for zoning violation fines will provide an opportunity for violators to achieve compliance prior to maximum fines being implemented. Additionally, the Planning Board sees no reason why the Town of Boxborough should not be charging the maximum amount for fines allowed by the state (\$300) for continued violators. The current maximum fine amount in the Boxborough Zoning Bylaw is only \$100 per day and this amount does not appear to be a great deterrent to a perpetual violator. The Planning Board is also supportive of any proposed amendment to the Zoning Bylaw which makes the bylaw more clear and consistent with existing zoning enforcement practices. Therefore, the Planning Board recommends.

The Finance Committee...

**ARTICLE 38 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS,
SECTION 4003(4) BUSINESS/INDUSTRIAL USES, AND SECTION 6006 PARKING
SCHEDULE**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2100 Definitions, Section 4003(4) Business/Industrial Uses, and Section 6006 Parking Schedule, to implement a “Building Trade” use category by adding the following language in bold italics and renumbering various sections accordingly throughout the Zoning Bylaw, all as follows:

2100 Definitions

2117 Building Trade shall mean an establishment for use by tradesmen such as a carpenter, welder, plumber, electrician, roofer, builder, mason, building cleaning service, painter, contractor, or similar occupation.

4003(4) BUSINESS/INDUSTRIAL USES

DISTRICTS

	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP ¹³
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y ³	N	SP ³
Bank	N	N	Y	Y	Y	Y ⁴	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP

(Continued on next page)

4003(4) **BUSINESS/INDUSTRIAL USES**
(Continued)

DISTRICTS

	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Restaurant	N	N	SP ⁵	SP ⁵	SP	SP ⁵	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y ⁶	SP
Craft shop or art studio	N	N	Y	Y	SP	Y ⁷	SP
Printing shop/Copy Shop/ Word Processing center	N	N	Y ¹²	Y ¹²	Y ¹²	N	Y ¹²
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N ¹⁸	Y ⁸	N ¹⁸
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y ⁹
Wholesale operations	N	N	Y ⁹	Y ⁹	SP ⁹	N	Y ⁹
Light Manufacturing	N	SP ¹⁰	Y ^{11,1} ₂	Y ^{11,1} ₂	Y ¹²	N	Y ¹²
Manufacturing	N	N	N	Y ^{11,1} ₂	N	N	Y ¹²
<i>Building Trade</i>	<i>N</i>	<i>N</i>	<i>SP</i>	<i>SP</i>	<i>N</i>	<i>N</i>	<i>Y</i>
Landscaping Services	Y ¹⁹	N	Y	Y	SP	Y ¹⁹	Y
Landscaping Contractors	N	N	SP	SP	SP	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

FOOTNOTES

¹ See Section 5004.

² In accordance with Boxborough Earth Removal Bylaw.

³ Provided that hazardous materials are not a primary part of the business.

⁴ Drive-through windows or drive-through ATMs are prohibited.

⁵ Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.

⁶ No dry cleaning shall be done on the premises.

⁷ Hours of operation 6:00 a.m. to 10:00 p.m. only.

⁸ Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).

⁹ Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.

¹⁰ Provided that five or fewer persons are employed therein.

¹¹ Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.

¹² Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.

¹³ Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.

¹⁴ The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.

¹⁵ Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

¹⁶ See Section 5005.

¹⁷ See Section 7200 Wireless Communication Facilities.

¹⁸ Except retail stores customarily incidental and subordinate to the principal use of the premises.

¹⁹ Allowed only as a Home Occupation pursuant to Section 4102 & 4103.

6006 Parking Schedule

The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Residential uses, including single family, two family, and multi-family	Two spaces per dwelling
Home Occupations	In addition to the spaces required for the dwelling, number of any spaces necessary to accommodate the proposed use
Hotel, Motel, Inn	One space per guest room, plus one space per employee, plus a number of spaces as required elsewhere herein for restaurants, assembly halls, and similar functions if provided on the premises

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Animal Shelter	Two spaces plus one space per employee
Manufacturing, Wholesale Operations, Public Utility Buildings other than Business Offices, Warehouses and similar uses not normally visited by the general public	One space per employee, plus one space for each vehicle used in the operation
Assembly area without fixed seats, including sports fields, field house and similar uses	One space per 50 square feet of assembly or spectator area
Assembly area with fixed seats including auditoriums, places of worship, and similar uses including funeral parlors	One space per four seats
Bowling alleys	Four spaces per lane
Banks, Libraries, and Post Office	One space per 100 square feet of area devoted to public use, plus one space per employee
Business and Professional Offices, Office Buildings, Governmental Uses, Philanthropic Uses, Repair Shops, Research and Development Facilities, Light Manufacturing and Office of a Wholesale Operation including sales space	One space per 250 square feet of gross floor area
Clubs, Lodges and Association Buildings	One space per two memberships
Convalescent, Nursing or Rest Home, Hospital or Sanitarium	One space per three beds plus one space per employee, plus one space per two visiting staff members
Assisted Living Facility	Two spaces per unit plus additional spaces as required for additional uses, i.e., nursing home, community center, health services.
Medical and Dental Offices and Clinics	Four spaces per doctor, dentist and allied professional person
Veterinary	Three spaces per doctor plus one space per employee on the largest shift
Kennel	Two spaces plus one space per employee
Restaurants, Lounges and Function Rooms of Hotels or Clubs	One space per two seats, based on the legal seating capacity of the facility
Retail Stores or Service Shops, Printing Shop/Copy Center/ Word Processing Center	One space per 150 feet of gross floor area with a minimum of four spaces per establishment
Craft Shop or Art Studio	One space per 150 feet of gross floor area of the sales space
Bed and Breakfast	Two spaces, plus one additional space for each rooming unit
Day Care Center	One space per two employees
Recreational Use	One space per three seats of rated capacity or one space per four persons normally expected on the premises at the time of maximum use, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Educational Use	One space for each staff person plus one space for each five persons of rated capacity of the largest auditorium
Conference Center	One space per two seats in the largest assembly area, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises
Automobile Service Station, Repair or Storage Garage	Three spaces for each service bay plus one space for each employee on the largest shift
Car Sales	One space per 1,500 square feet of gross floor area of indoor and outdoor display area
<i>Building Trade</i>	<i>One space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater</i>
Landscaping Services, Landscaping Contractors	One space per each vehicle or trailer used in the operation and one space per three employees

Or take any other action relative thereto.

Summary

The proposed amendment would establish a definition for “Building Trade” and create a new “Building Trade” use category which would be allowed as-of-right in the Industrial-Commercial Zoning Districts and by Special Permit in the Business and Business-1 Zoning Districts. The proposed amendment would also establish parking requirements for the “Building Trade” use category of one space per 1,000 square feet of gross floor area or one space per employee on the largest shift, whichever is greater.

The Planning Board Recommends (X-X).

The use categories in Section 4003 of the current Zoning Bylaw do not specifically allow for tradesmen type uses such as carpenters, welders, plumbers, electricians, roofers, painters, etc. However, these are uses which make sense in some of the designated Zoning Districts in town. As such, when these types of businesses seek to occupy an existing space or property, the Building Inspector is forced to combine two or more use categories to classify the proposed use accordingly. This process is not streamlined, confusing, and often times creates parking requirements which are extremely onerous for the prospective business. The proposed amendment would create a use category specifically for tradesmen type uses including a specific definition for this type of use and associated reasonable parking requirements. This proposed change will make zoning enforcement and analysis of these types of businesses much easier for Town staff. Therefore, the Planning Board recommends.

The Finance Committee...

**ARTICLE 39 ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT – AMEND
SECTION 4003(4) BUSINESS/INDUSTRIAL USES**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4003(4) Business/Industrial Uses, to adjust the permitted zoning districts for the “Landscaping Services” and “Landscaping Contractors” use categories by adding the following language in bold italics and deleting the language indicated by strikethroughs:

4003(4) BUSINESS/INDUSTRIAL USES

DISTRICTS

	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP ¹³
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y ³	N	SP ³
Bank	N	N	Y	Y	Y	Y ⁴	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP
Restaurant	N	N	SP ⁵	SP ⁵	SP	SP ⁵	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y ⁶	SP
Craft shop or art studio	N	N	Y	Y	SP	Y ⁷	SP

(Continued on next page)

4003(4) **BUSINESS/INDUSTRIAL USES**
(Continued)

DISTRICTS

	<u>AR</u>	<u>R1</u>	<u>B</u>	<u>B1</u>	<u>OP</u>	<u>TC</u>	<u>IC</u>
Printing shop/Copy Shop/ Word Processing center	N	N	Y ¹²	Y ¹²	Y ¹²	N	Y ¹²
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than 25,000 square feet gross floor area	N	N	Y	Y	N ¹⁸	Y ⁸	N ¹⁸
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y ⁹
Wholesale operations	N	N	Y ⁹	Y ⁹	SP ⁹	N	Y ⁹
Light Manufacturing	N	SP ¹⁰	Y ^{11,1} ₂	Y ^{11,1} ₂	Y ¹²	N	Y ¹²
Manufacturing	N	N	N	Y ^{11,1} ₂	N	N	Y ¹²
Building Trade	N	N	SP	SP	N	N	Y
Landscaping Services	Y ¹⁹ N	N	Y	Y	SP N	Y ¹⁹ N	Y
Landscaping Contractors	N	N	SP	SP	SP N	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

FOOTNOTES

¹ See Section 5004.

² In accordance with Boxborough Earth Removal Bylaw.

³ Provided that hazardous materials are not a primary part of the business.

⁴ Drive-through windows or drive-through ATMs are prohibited.

⁵ Hours of operation 6:00 a.m. to 11:00 p.m. only. Serving or use of disposable utensils, drive-through windows, or take out counters of any kind are expressly prohibited.

⁶ No dry cleaning shall be done on the premises.

⁷ Hours of operation 6:00 a.m. to 10:00 p.m. only.

⁸ Hours of operation per footnote 7; all sale and display of merchandise to be within a building. Mixed-use buildings in the Town Center District shall have only retail on the ground floor. (See Section 2100 for definitions).

⁹ Other than hazardous materials. This restriction includes liquid petroleum products, except for those petroleum products stored in an approved manner for on-site heating and refueling.

¹⁰ Provided that five or fewer persons are employed therein.

¹¹ Provided the major portion of the goods produced is sold to the consumer on the premises by the producer.

¹² Provided that these operations do not use hazardous materials except as an incidental part of their business nor in quantities greater than would normally be used in 90 days, and in accordance with the existing state and federal regulations and the Federal Resource Conservation & Recovery Act. The operation shall provide adequate facilities for storage, containment and safety precautions for the hazardous materials used. Hazardous materials shall be disposed of off-site by a state-registered hazardous waste disposal contractor.

¹³ Such use shall only be located in the Industrial/Commercial Zone District along Codman Hill Road.

¹⁴ The conversion shall not be allowed where the proposed lot is less than 40,000 square feet in area, or where less than 600 square feet of floor space would be provided for each dwelling unit therein.

¹⁵ Dwellings shall be permitted as accessory buildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

¹⁶ See Section 5005.

¹⁷ See Section 7200 Wireless Communication Facilities.

¹⁸ Except retail stores customarily incidental and subordinate to the principal use of the premises.

¹⁹ ~~Allowed only as a Home Occupation pursuant to Section 4102 & 4103.~~

Or take any other action relative thereto.

Summary

The proposed amendment would change the “Landscaping Services” and “Landscaping Contractors” use categories from being allowed only by Special Permit to not being allowed in the Office Park Zoning District. The proposed amendment also changes the “Landscaping Services” use category designation from a “Y” to an “N” in the Agricultural-Residential and Town Center Zoning Districts, and removes footnote 19 in its entirety from Section 4003 of the Zoning Bylaw. These administrative changes would make clear that the “Landscaping Services” use category is only allowed as a Home Occupation in these Zoning Districts. Sections 4102 and 4103 regarding Home Occupations would remain unchanged.

The Planning Board Recommends (X-X).

In reviewing the potential implementation of the “Building Trade” use category, the Planning Board felt the Zoning Districts where the “Landscaping Services” and “Landscaping Contractors” use categories were permitted should be fairly consistent with the “Building Trade” use category. As such, the Planning Board found it appropriate to prohibit “Landscaping Services” and “Landscaping Contractors” uses in the Office Park Zoning District and to clarify that the “Landscaping Services” use category is only allowed as Home Occupation in all other Zoning Districts. The proposed amendment removes a redundant footnote, and makes Section 4003 of the Zoning Bylaw more clear and consistent with existing zoning enforcement practices. Therefore, the Planning Board recommends.

The Finance Committee...

**ARTICLE 40 ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT –
AMEND SECTION 6307 SIGNS PERMITTED IN BUSINESS DISTRICTS,
OFFICE PARK DISTRICTS, AND INDUSTRIAL-COMMERCIAL DISTRICTS
SHALL INCLUDE:**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

6307 Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts shall include:

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed thirty-two (32) square feet in area per side and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.
- (4) A temporary freestanding pole or ground sign not exceeding thirty-two (32) square feet per side advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (5) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed thirty-two (32) square feet in area per side nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.
- (6) Accessory signs on the premises not greater than six (6) square feet in size may be permitted by special permit by the Board of Appeals.***
- ~~(67)~~ Historical markers erected or placed by a bonafide historical association or a governmental agency.

Or take any other action relative thereto.

Summary

The current language in Section 6307 of the Boxborough Zoning Bylaw does not allow for accessory signage for wayfinding, deliveries, or other identification at properties within the Business, Business-1, Office Park, or Industrial-Commercial Zoning Districts. “Accessory Signs” are designated as a separate category in the Zoning Bylaw by definition, but only for the purposes of grandfathering, and are not otherwise referenced in the Zoning Bylaw. The proposed amendment would allow Applicants to apply for a discretionary Special Permit from the Zoning Board of Appeals to implement wayfinding, delivery, identification, and other accessory signage, no greater than six (6) square feet in size, at properties in the Business, Business-1, Office Park, and Industrial-Commercial Zoning Districts. The definition of “Accessory Sign” would not be adjusted and will continue to read as follows:

2102 Accessory Sign shall mean any sign that advertises or identifies the person or persons occupying the premises on which the sign is erected or maintained, or the business transacted thereon, or advertises the property itself or any part thereof as for sale or rent, or which gives directions or announcements with respect to the property or the use of the property, and contains no other matter.

The Planning Board Recommends (X-X).

The Planning Board finds the proposed amendment will provide property owners and businesses with the opportunity to potentially implement accessory signage at businesses and office properties for wayfinding, delivery, identification, and other similar purposes. This issue arose in dealing with accessory signage requests at properties where there are multiple delivery doors for a variety of businesses. The Planning Board finds the proposed amendment provides an opportunity to businesses and property owners to avoid confusion, and the Special Permit requirement allows the Town to maintain a significant amount of control over the size, number, and location of signage on a property. Therefore, the Planning Board recommends.

The Finance Committee...

**ARTICLE 41 ZONING BYLAW AMENDMENT – ADD SECTION 7700 TEMPORARY
MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw by adding the new Section 7700 Temporary Moratorium on Recreational Marijuana Establishments, that would provide as follows, and further to amend the Table of Contents to add Section 7700 Temporary Moratorium on Recreational Marijuana Establishments:

7700 Temporary Moratorium on Recreational Marijuana Establishments

7701 Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c.94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, begins to take effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018, and to begin accepting application for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

7702 Definition

"Recreational Marijuana Establishment" shall mean a “marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

7703 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Or take any other action relative thereto.

Summary

Please see proposed Section 7701 Purpose above which is part of the proposed Temporary Moratorium on Recreational Marijuana Establishments Zoning Bylaw amendment. The moratorium would be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier.

The Planning Board Recommends (X-X).

For the reasons stated above, the Planning Board recommends.

The Finance Committee...

ARTICLE 42 RELEASE OF EXISTING EASEMENT & ACCEPTANCE OF EASEMENT**

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to release an existing access easement described in a deed recorded with the Southern Middlesex Registry of Deeds in Book XXXX, Page XX, on a parcel of land owned by David R. and Pamela Follett, in consideration of and contingent upon on the Conservation Commission's acceptance of a gift of land, pursuant to G.L. c.XX, §XX, on the same parcel of land as shown on a plan entitled "Easement Plan, 120 Cobleigh Road, Boxborough, MA; prepared for: The Town of Boxborough & David R. and Pamela Follett; scale: 1"=40'; dated: XXX X, 2017", a copy of which is on file with the Town Clerk, or take any other action relative thereto.

Summary

The Conservation Commission proposes that the Town release an existing and unused easement in exchange for a gift of land on the same property. The new gift of land is located such that it will provide a direct connection between the existing Town-owned Hager Land and the nearby recently conserved Inches Woods Land. Inches Woods is owned by the Boxborough Conservation Trust with the Town holding a permanent Conservation Restriction. The intent of acquiring the gifted land is to connect and extend the trail network from the Hager Parcel to the new (and future) trails on the Inches Woods Parcel. The existing easement to be released was established circa 1974 as part of the original Cobleigh Road subdivision and serves no practical purpose today. Conserving the proposed gift of land and extending the trail network is consistent with the goals and objectives of the Town's Open Space and Recreation Plan and Boxborough 2030.

The Conservation Commission recommends.

The Board of Selectmen...

The Finance Committee...

**ARTICLE 43 TRANSFER CUSTODY AND CONTROL OF COBLEIGH PARCEL TO
CONSERVATION COMMISSION****

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to transfer an existing Town owned parcel of land described in a deed recorded with the Southern Middlesex Registry of Deeds in Book XXXX, Page XX, to the care, custody and control of the Conservation Commission pursuant to G.L. c.XX, §XX, and on a plan entitled “XXXXXXX scale: 1”=40’; dated: XXX X, 2017”, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

Or take any other action relative thereto.

Summary:

The Conservation Commission proposes that the Town transfer the existing Town-owned Cobleigh municipal land to the care, custody and control of the Conservation Commission such that this parcel is permanently protected as Conservation Land. The Cobleigh land is almost entirely wetlands and cannot be developed for any practical use beyond that of conserved open space. The Commission intends to extend the existing trail network from the abutting Hager Land across the Cobleigh parcel to connect to the nearby recently conserved Inches Woods Land. Designating the Cobleigh Land as “Conservation Land” is consistent with the intended use for recreation trails, the goals and objectives of the Town’s Open Space and Recreation Plan, and Boxborough 2030.

The Conservation Commission recommends.

The Board of Selectmen...

The Finance Committee...

ARTICLE 44 ROAD ACCEPTANCE – EMANUEL DRIVE**

(Two-thirds vote required)

To see if the Town will accept as a public way a certain roadway known as Emanuel Drive with certain easements as laid out by the Board of Selectmen according to a plan entitled “Emanuel Woods, Definitive Subdivision of land in Boxborough, Mass. owned by Boxborough Conservation Trust” dated September 2013 by David E. Ross Associates, Inc. P.O. Box 368 111 Fitchburg Road, Ayer, Massachusetts and recorded in the Middlesex South District Registry of Deeds as Plan No.8 of 2014. A copy of which is said plan is on file with the Town Clerk and authorize the Board of Selectmen to take by eminent domain, awarding no damages, the fee or lesser interests in said roadway, including easement for drainage, utility or other purposes where shown on said plan.

Said portion of Emanuel Drive is more particularly bounded and described as follows:

A Parcel of land situated on the westerly side of Emanuel Drive in the Town of Boxborough., County of Middlesex, Commonwealth of Massachusetts and bounded and described as follows.

Beginning at a found drill hole in a stone wall at the southwesterly side of Emanuel Drive at land of Thomas W. & Brigid O. Bieber.

Thence S20°-58'-09"E by Emanuel Drive fifty and 62/100 (50.62') to a set concrete bound with a drill hole at Emanuel Drive Extension.

Thence S37°-10'-11"W by Emanuel Drive Extension thirty and 07/100 (30.07') feet to a set concrete bound with a drill hole.

Thence Southwesterly by Emanuel Drive Extension on a curve to the right having a radius of fifty nine and 00/100 (59.00') feet, an arc distance of forty six and 23/100 (46.23') feet to a set concrete bound with a drill hole.

Thence Southwesterly, Westerly, Northerly and Northeasterly by Lot 1 and Lot 5 on a curve to the right having a radius of fifty nine (59.00') feet, an arc distance of two hundred forty eight and 01/100 (248.01') feet to the point of beginning.

Containing 42,012 Square Feet

Being shown as Emanuel Drive on a plan entitled “Emanuel Woods, Definitive Subdivision of land in Boxborough, Mass. owned by Boxborough Conservation Trust” dated September 2013 by David E. Ross Associates, Inc. and recorded in the Middlesex South District Registry of Deeds as Plan No.8 of 2014.

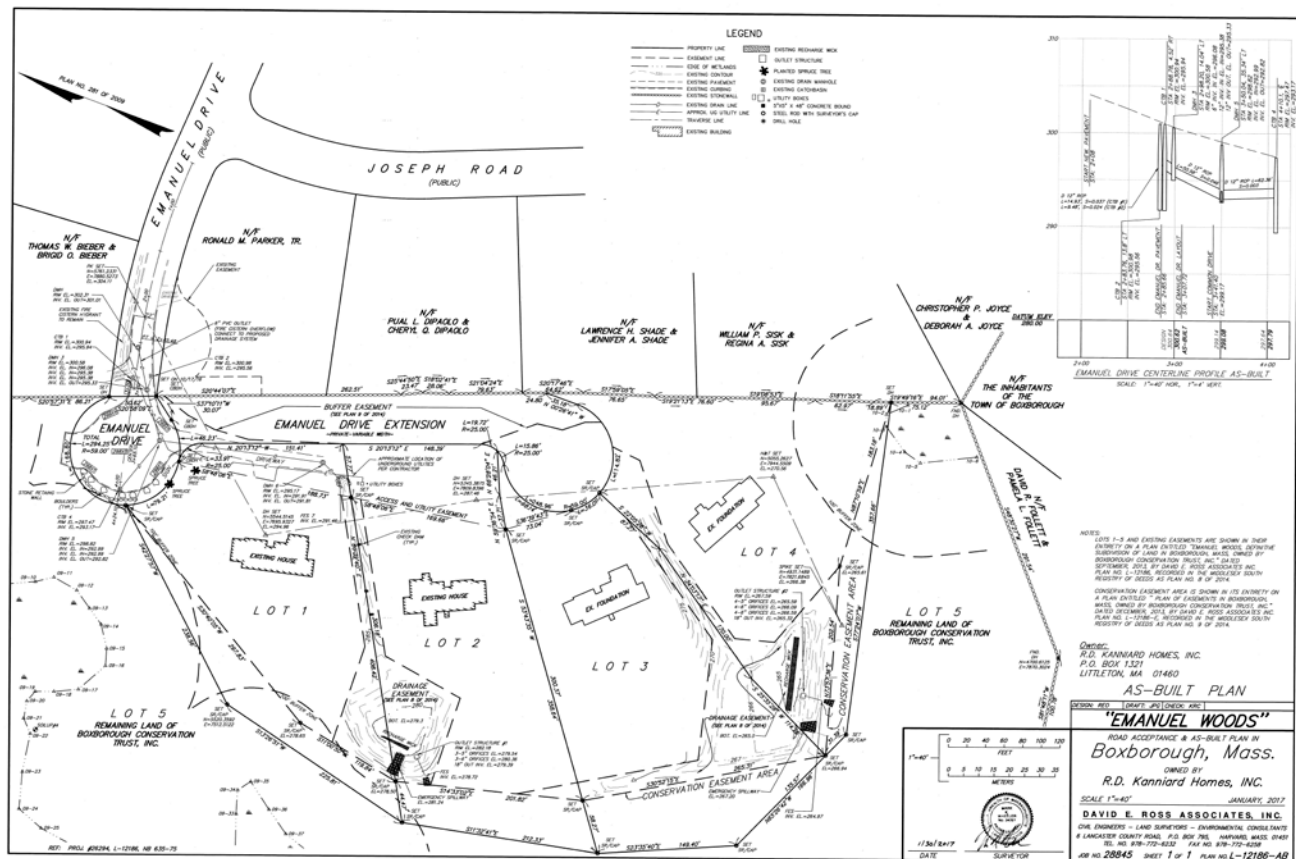
Or take any other action relative thereto.

Summary

This article would bring a portion of Emanuel Drive under the care, custody, and control of the Town of Boxborough. This section of roadway is currently being privately maintained.

For the reasons stated above, the Planning Board recommends.

The Board of Selectmen...



ARTICLE 45 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws, or take any other action relative thereto.

The Board of Selectmen recommends...

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds are expended in a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and including from time to time the purchase of equipment instrumental in maintaining Town roads. The FY 18 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in Town.

The Finance Committee...

ARTICLE 46 GENERAL BYLAW – REVOLVING FUNDS (AND EXPENSE LIMITS)**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

Departmental Revolving Funds

Section 1. There are hereby established in the Town of Boxborough pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

Revolving Fund	Use of Fund	Authority to Spend Fund	Revenue Source
GIS Assessor Maps	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees
Conservation Commission	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw
Community Gardens	Management & care of Community Gardens	Agricultural Commission, by majority vote	Rental of plots
Fire Alarm System Maintenance	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	Fire Chief	Annual fire alarm service fees
Plumbing & Gas Inspection	To pay the Plumbing/Gas Inspector for inspections conducted by him	Building Inspector	Plumbing/gas inspection fees
Electrical Inspection	To pay Electrical Inspector for inspections conducted by him	Building Inspector	Electrical inspection fees
Animal Control	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services; report to receiving towns on services provided per IMA	Police Chief	Animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to Inter-municipal Agreement(s)

Revolving Fund	Use of Fund	Authority to Spend Fund	Revenue Source
Council on Aging Programs	To pay expenses attributable to general programs sponsored by the Council on Aging	Council on Aging & Coordinator	Council on Aging general programs fees
Senior Van	To defray expenses associated with the operations of the senior van; reported to Council on Aging via CoA Coordinator	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)
Library Fines	To defray costs of library material acquisitions/ services; reported to Library Trustees	Library Director	Library fees, fines & penalties
Library Photocopier	To pay expenses attributable to the copy machine (e.g., copier supplies and maintenance)	Library Director	Fees from Sargent Memorial Library copy machine use
Field Permitting Fees	Management and care of fields and permit administration	Town Administrator	Field permitting fees
Recreation Program Fees	To pay expenses attributable to general programs sponsored by the Recreation Committee	Town Administrator	Recreation program fees
Steele Farm	To defray related expenses of the Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees

Section 2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.

And further, to set FY2018 spending limits for such revolving funds as follows:

Revolving Fund	FY18 Spending Limit
GIS Assessor Maps	\$5,000
Conservation Commission Wetland Bylaw	\$20,000
Community Gardens	\$2,000
Fire Alarm System Maintenance	\$10,000
Plumbing & Gas Inspection	\$100,000
Electrical Inspection	\$150,000
Animal Control	\$60,000
Council on Aging Programs	\$25,000
Senior Van	\$32,000
Library Fines	\$10,000
Library Photocopier	\$2,500
Field Permitting Fees	\$10,000
Recreation Program Fees	\$5,000
Steele Farm	\$10,000

or take any other action relative thereto.

Summary

Revolving funds must now be established by bylaw or ordinance, and the expenditure limits must be established annually and prior to July 1. The Municipal Modernization Act eliminates the per board and total limitations on the size of such funds.

The Board of Selectmen...**The Finance Committee...**

You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 21, 2017.

Leslie R. Fox, Chairman
Board of Selectmen

Susan M. Bak, Clerk
Board of Selectmen

Vincent M. Amoroso
Board of Selectmen

Richard M. Barrett
Board of Selectmen

Robert T. Stemple
Board of Selectmen